



HIV Prevention Planning Council
Joint Leadership Work Group
HIV Health Services Planning Council

Thursday, May 28th 2015
San Francisco AIDS Foundation
1035 Market Street, 3rd Floor Swing Space
San Francisco, CA
3:00 - 6:00 pm

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Draft Agenda: Executive Committee, HIV Prevention Planning Council

1. Welcome, Announcements & Agenda Changes Group 3:00
2. Public Comment Group 3:05
3. Review/Approve April 23rd Executive Minutes – VOTE Group 3:10
4. Debrief May 14th HPPC Meeting – VOTE Group 3:15
 - Review process evaluations
 - Next steps/follow-up items
5. HPPC Business Items – VOTE Group 3:25
 - Jurisdictional Plan Work Group Update
 - Trans PrEP Demonstration Project FOA Letter of Support
 - UCHAPS Update
6. Plan August 13th HPPC Meeting – VOTE Group 3:35
 - Jurisdictional Plan Work Group Presentation
 - Letter of Concurrence
 - Possible Agenda Items
7. Closure, Summary & Evaluation Group 3:55
8. Adjournment Group 3:59

Draft Agenda: Joint Leadership Work Group

1. Introductions Group 4:00
2. Review/Approve May 28th 2015 DRAFT Agenda – VOTE Group 4:02
3. Public Comment Group 4:04
4. Co-Chair Election - VOTE Group 4:07
5. Overview of Y's Change Scope of Work Yvette Leung 4:10
6. Review Proposed Timeline of Events Yvette Leung 4:20

The Work Group will review the first two phases of this work (Assessment & Roadmap Design and Coaching, Communication & Trust-Building).
7. Create Group Norms Yvette Leung 4:35

The Work Group will create group norms for how the group will operate.
8. Adjournment Group 4:59

Draft Agenda: Steering Committee, HIV Health Services Planning Council

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|--|-------------------|
| 1. Introductions | Group 5:00 |
| 2. Review/Approve April 20 th 2015 DRAFT Agenda – VOTE | Group 5:01 |
| 3. Review/Approve March 28 th 2015 DRAFT Minutes – VOTE | Group 5:03 |
| 4. Announcements | Group 5:05 |
| 5. Public Comment | Group 5:08 |
| 6. HIV Health Services Update | Dean Goodwin 5:10 |
| 7. Committee and Work Group Reports – VOTE | Group 5:20 |

The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.

- Consumer and Community Affairs Update
 - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

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| 8. Essential Health Benefits – VOTE | R. Lee Jewell 5:35 |
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The Committee will vote on supporting the Essential Health Benefits document created by the HIV Health Reform Task Force.

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| 9. HHSPC Summit – VOTE | Group 5:50 |
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The Committee will determine the date of the 2015 Prioritization & Allocation Summit.

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| 10. Council Agenda | Group 5:55 |
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The Committee will review the agenda for the next full Council meeting.

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| 11. Next Meeting Dates & Agenda Items | Group 5:58 |
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The next Steering Committee meeting is tentatively scheduled for Thursday, June 18th 2015 at 25 Van Ness 3rd Floor Conference Room from 5-6 pm. The Joint Leadership Work Group will occur from 4-5 pm. The Executive Committee of the HIV Prevention Council will occur from 3-4 pm.

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| 12. Adjournment | Group 6:00 |
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Steering Committee Mission Statement

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office. It is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109
San Francisco Department of Public Health, HIV Health Services Office
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT
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HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, May 28th, 2015

San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-5:00 pm

Committee Members Present: Jack Bowman, Michael Discepolo, Wade Flores, David Gonzalez, , Paul Harkin, Ron Hernandez, T.J. Lee, s, Andrew Lopez, Eileen Loughran, Aja Monet, Charles Siron, Michael Smithwick, Chip Supanich, Eric Sutter, Laura Thomas

Committee Members Absent: Mary Lawrence Hicks [A], Kenneth Hornby [A], Bill Ledford [E], Ken Pearce [A], Channing-Celeste Wayne [A]

Others Present: Richard Bargetto [HPPC], Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Jesse Murphy [HPPC], Beth Neary [HHS] Kim Fowler [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Mark Molinar

HPPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Draft Minutes

1. Introductions

The meeting was called to order at 4:03 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve May 28th 2015 DRAFT Agenda – VOTE

The May 28th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Public Comment

- None.

4. Co-Chair Election - VOTE

- Charles Siron nominated Andrew Lopez and Chip Supanich for Co-Chairs. CM Hernandez seconds.
 - VOTE: Motion passes. Andrew Lopez and Chip Supanich are Co-Chairs of the Joint Leadership Workgroup. See attached: row [1] for vote breakdown.
- The workgroup spoke about voting and how some of the members on the HHSPC Steering committee share votes during the Joint Leadership Workgroup in order to create parity amongst the two Councils.

5. Overview of Y's Change Scope of Work

- Yvette Leung presented the scope of work for the Joint Leadership Workgroup which included:
 - Objectives
 - Enhance understanding of the process
 - Create group norms.
 - Identify members of an internal working group.

Page 1 of 4

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HIV Health Services Planning Council Planning Council Committee 2015 Steering Minutes Draft April 20 2015 Steering DRAFT Minutes.docx
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- Co-Chair Lopez inquired about the membership of the internal working group.
- Yvette Leung noted that she wanted to be transparent about the internal group. The membership would be the Co-Chairs and one member from staff from each Council.

Scope of Work

Phases & Desired Outcomes

- Assessment & Roadmap
 - Gain Information on Your System
 - Use Findings to Create Coaching Retreat Content
- Change Management Coaching & Trust-Building
 - Find Common Ground
 - Vision Statement
 - Operating Agreements
- Synthesis & Integration
 - Policies & Procedures, Legislative Mandates, By-Laws
 - Shared Goals & Responsibilities
 - Structure

Timeline

Assessment

- Online Survey Monkey
 - CS Molnar noted that there are some HHSPC Council Members who do not use e-mail or the computer and would have to come into the office to take the survey.
 - Kim Fowler noted that the analysis of the interviews and survey monkey results will be done in July.
 - Yvette Leung noted that the analysis could be provided during the retreat.
- Phone Interviews
 - Wade Flores inquired about who would be doing the phone interviews.
 - Yvette Leung noted that the Council Staff from each Council would choose 5 members.
 - Co-Chair Lopez encouraged the group to be honest during the interview to give a full picture to Y's change.

- CS Molnar reminded the workgroup to fill out the doodle for the next meeting time. He suggested that HPPC and HHSPC have their meetings for the first and second hour, and Y's Change go be the final hour.

6. Review Proposed Timeline of Events

- Yvette Leung presented an overview of the timeline which included:
 - Time: 1 Month- Assessment and Roadmap Design
 - Online Assessment
 - Phone Interviews
 - Summary of Findings
 - Design of Next Phase
 - Time: 2 Months and Ongoing- Change Management, Coaching & Trust Building.
 - Coaching Retreats to:

- Find Common Ground
- Develop Decision-making Process
- Coaching Retreats to:
 - Strengthen New Leadership Team
- Time: 6-8 Months- Synthesis & Integration
 - Facilitate Joint Leadership Workgroups to Create:
 - Policies & Procedures, By-laws, Legislative Mandates
 - Structures & Assignment of Responsibility of Tasks
 - Goals

7. Create Group Norms

- The workgroup participated in an exercise to share desired group norms.
 - Aja Monet asked for a list of acronyms that both Councils could refer to.

8. Adjournment

- The meeting was adjourned at 4:58 by Co-Chair Supanich.

Joint Leadership Workgroup

HIV Prevention Planning Council and HIV Health Services Planning Council

Roll Call: P=Present; A=absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: May 28, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Mary Lawrence Hicks (HHSPC Co-Chair)	A	-							
Chip Supanich (HHSPC Co-Chair)	P	Y							
Channing-Celeste Wayne (HHSPC Co-Chair)	A	-							
Wade Flores/ Kenneth Hornby (CCA)	P/ A	Y -							
Ron Hernandez-	P	Y							
Bill Ledford	E								
Michael Smithwick	P	Y							
Rachel Lozada (At-Large)	LoA								
TJ Lee/ Charles Siron (Membership)	P/P	Y Y							
Ken Pearce/ Eric Sutter (GPA)	A/P	- Y							
Andrew Lopez (HPPC Community Co-Chair)	P	Y							
David Gonzalez (HPPC Community Co-Chair)	P	Y							

Julien Loughran (NHV, Governmental Co-Chair)	P	Y							
Jack Rosenman (At-Large)	P								
Paul Harkins (At-Large)	P	Y							
Aja Monet (At-Large)	P	Y							
Laurie Thomas (At-Large)	P	Y							
Michael DiIacepola (At-Large)	P	Y							
Ayes		10							
Nays		0							
Abstain									
Recusal									
Total									



HIV Prevention Planning Council
Joint Leadership Work Group
HIV Health Services Planning Council

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San Francisco AIDS Foundation
1035 Market Street, 3rd Floor Swing Space
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3:00 - 6:00 pm

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Draft Agenda: Executive Committee, HIV Prevention Planning Council

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|---|------------|
| 1. Welcome, Announcements & Agenda Changes | Group 3:00 |
| 2. Public Comment | Group 3:05 |
| 3. Review/Approve April 23 rd Executive Minutes – VOTE | Group 3:10 |
| 4. HPPC Business Items – VOTE | Group 3:15 |
| <ul style="list-style-type: none">• Jurisdictional Plan Work Group Update• Community Engagement Work Group Update<ul style="list-style-type: none">◦ Discuss possible event topics• UCHAPS Update | |
| 5. Review & Approve August 13 th HPPC Meeting – VOTE | Group 3:35 |
| <ul style="list-style-type: none">• Jurisdictional Plan Work Group Presentation• Letter of Concurrence• Finalize Agenda Items | |
| 6. Closure, Summary & Evaluation | Group 3:55 |
| 7. Adjournment | Group 4:00 |

Draft Agenda: Joint Leadership Work Group

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|---|------------|
| 1. Review/Approve June 18 th 2015 DRAFT Agenda – VOTE | Group 4:00 |
| 2. Public Comment | Group 4:03 |
| 3. Icebreaker | Group 4:05 |
| 4. Group Norms | Group 4:16 |
| <ul style="list-style-type: none">• How do you want to be when you disagree or when there is conflict?• Explore what confidentiality means• How does the group want to make decisions?<ul style="list-style-type: none">○ How do the councils currently make decisions?○ # of people per councils vs. # of votes○ Explore motions that travel and may morph | |
| 5. Calendaring & Next Steps – VOTE | Group 4:50 |
| <ul style="list-style-type: none">• July Retreat and Representation• Length of meeting times for HHPC Executive and HHSPC Steering starting in September• Recommended dates for Joint Meetings | |
| 6. Adjournment | Group 4:59 |

Draft Agenda: Steering Committee, HIV Health Services Planning Council

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|--|-------------------|
| 1. Introductions | Group 5:00 |
| 2. Review/Approve June 18 th 2015 DRAFT Agenda – VOTE | Group 5:01 |
| 3. Review/Approve May 28 th 2015 DRAFT Minutes – VOTE | Group 5:03 |
| 4. Announcements | Group 5:05 |
| 5. Public Comment | Group 5:08 |
| 6. HIV Health Services Update | Dean Goodwin 5:10 |
| 7. Committee and Work Group Reports – VOTE | Group 5:15 |

The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.

- Consumer and Community Affairs Update
 - Community Outreach and Listening Activities
- Government and Provider Affairs Update

- Membership Committee Update

The Committee will consider Membership's recommendations for three council member renewals.

- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

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| 8. Policy Update – VOTE | Group 5:30 |
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The Committee will consider an update to the Membership Application.

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| 9. Resource Allocation – VOTE | Group 5:35 |
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The Committee will review a recommendation from the GPA Committee regarding allocation of resources made available from the transition of RWPA resources to new funding sources.

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| 10. Evaluation Update | Dave Jordan 5:50 |
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The Committee will be provided an overview of the recent Council meeting evaluations.

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| 11. Council Agenda | Group 5:55 |
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The Committee will review the agenda for the next full Council meeting.

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| 12. Adjournment | Group 5:59 |
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Steering Committee Mission Statement

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JOINT LEADERSHIP WORK GROUP

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San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-5:00 pm

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Committee Members Present: Jack Bowman, David Gonzalez, Paul Harkin, Ron Hernandez, Bill Ledford, T.J. Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Aja Monet, Ken Pearce, Chip Supanich (Co-Chair), Eric Sutter

Committee Members Absent: Michael Discepolo, Wade Flores [A], Mary Lawrence Hicks [A], Laura Thomas, Charles Siron [E] Michael Smithwick [A] Channing-Celeste Wayne [E]

Others Present: Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Kim Fowler [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman,

Draft Minutes

1. Introductions

The meeting was called to order at 4:00 pm by Co-Chair Lopez. Everyone introduced themselves and quorum was established.

2. Review/Approve June 18th 2015 DRAFT Agenda – VOTE

The June 18th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve May 28th 2015 Draft Minutes- VOTE

The May 28th, 2015 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Ice Breaker

- The group participated in an ice-breaker.

6. Group Norms

- Yvette Leung presented the collection of group norms that were established at the last meeting. The group participated in an exercise to expand on group norms that were broken up into categories:
 - Transparency
 - Norms & Conflict Engagement
 - Yvette Leung suggested that each person come up with process that works for each Council.

7. Calendaring & Next Steps- VOTE

- Kim Fowler announced that the July Retreat that will be on July 31st from 10:00am to 4:00pm.
Outcomes Proposed:

- Participants will
 - Make recommendations for decision-making so that members from both Full Councils are voting applies to apples on decisions related to the merger.
 - Prioritize issues and create a roadmap for Joint Leadership Workgroup to work on. The issues will then be presented back to both councils in October and later in year.
 - Feel an increased sense of connection, trust, and understanding of both councils.
- Who can participate= summary of Doodle Poll Analysis
 - 23 unduplicated participants can make July 31 out of 36 duplicate entries. Out of the 23 participants:
 - 13 are Joint Leadership Workgroup members (out of 22)
 - 7 are voting members representing the Prevention Council
 - 5 members representing the Prevention Council
 - 12 are Care Council members
 - 11 are Prevention Council members
 - 3 participate in both Councils
- CS Molnar inquired if the retreat will be for all members of both Councils.
 - Yvette Leung noted that Y's change intention for the retreat was to have both council's presence and votes.
 - Eileen Loughran noted that they can't make the retreat a requirement, due to by-laws, but she can encourage everyone to come.
- Co-Chair Lopez suggested that the items that are decided at the retreat are brought back to the Joint Leadership Group to be fleshed out.
 - Co-Chair Supanich suggested it was a good idea that everyone vote, as it will be about the parameters of the merge, not the actual policies.
 - Eileen Loughran noted that the group needs to decide if everyone is going to vote before the meeting, because of Sunshine Ordinance.
 - David Gonzalez suggested that there needs to be details about the process and the group needs to stick to the process.
 - Yvette Leung noted that the retreat will serve as way for the Councils to make recommendations for processes for decision making.
- CS Molnar- the decisions that were substantive would have to be brought back to the Full Council.
- Co-Chair Lopez suggested that the voting at the retreat be recommendations, so that the Joint Leadership Workgroup could look at the recommendations.
 - The group decided to bring back the topic at the next meeting.
- The group discussed the date moving forward for the Joint Leadership Workgroup.
- The group decided to have July meeting on 23rd and then discuss ongoing date in the future, after a doodle.

8. Adjournment

- The meeting was adjourned at 5:00 by Co-Chair Supanich.



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HIV Health Services Planning Council

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2. Public Comment Group 3:05
3. Review/Approve June 18th Executive Minutes – VOTE Group 3:10
4. HPPC Business Items – VOTE Group 3:15
 - Jurisdictional Plan Work Group Update
 - Review Updated Sections of the Plan
 - Community Engagement Work Group Update
 - Request LOS from NHBS
 - UCHAPS Update
5. August 13th HPPC Meeting – VOTE Group 3:40
 - Update and approval of Revised Harm Reduction Policy
6. Closure, Summary & Evaluation Group 3:55
7. Adjournment Group 4:00

Draft Agenda: Joint Leadership Work Group

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|---|------------|
| 1. Review/Approve July 23 rd 2015 DRAFT Agenda – VOTE | Group 4:00 |
| 2. Review/Approve June 18 th 2015 DRAFT Minutes – VOTE | Group 4:03 |
| 3. Public Comment | Group 4:05 |
| 4. Proposed Meeting Structure & Time – VOTE <ul style="list-style-type: none">• Present and finalize on proposed meeting structure/time | Group 4:08 |
| 5. Assessment Findings | Group 4:16 |
| 6. July 31 st Retreat Agenda – VOTE | Group 4:35 |
| 7. Roadmap & Process – VOTE | Group 4:45 |
| 8. Adjournment | Group 4:59 |

Desired outcomes:

- *Finalized Joint Leadership Work Group meetings for the remainder of the calendar year*
- *Consensus around process and July retreat agenda/participation based on increased awareness of assessment findings*

Draft Agenda: Steering Committee, HIV Health Services Planning Council

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- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

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| 8. Carry Forward Funding – VOTE | Group 5:30 |
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The Committee will review a motion from the GPA Committee regarding carry forward funding.

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| 9. Resource Allocation – VOTE | Group 5:40 |
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The Committee will review a motion from the GPA Committee regarding funding scenarios for FY16-17.

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| 10. Evaluation Update | Dave Jordan 5:50 |
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The Committee will be provided an overview of the recent Council meeting evaluations.

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| 11. Council Agenda | Group 5:55 |
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The Committee will review the agenda for the next full Council meeting.

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San Francisco Department of Public Health, HIV Health Services Office
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, July 23rd, 2015

San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-5:00 pm

Committee Members Present: Jack Bowman, Wade Flores, David Gonzalez, Paul Harkin, Ron Hernandez, Mary Lawrence Hicks, Bill Ledford, T.J. Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Aja Monet, Ken Pearce, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter

Committee Members Absent: Laura Thomas, Michael Smithwick [A] Channing-Celeste Wayne [E]

Others Present: Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Kim Fowler [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Draft Minutes

1. Introductions

The meeting was held at 4:00 pm by Co-Chair Lopez. Everyone introduced themselves and quorum was established.

2. Review/Approve July 23rd 2015 DRAFT Agenda – VOTE

The July 23rd, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve June 18th 2015 Draft Minutes- VOTE

The June 18th, 2015 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Proposed Meeting Structure & Time- VOTE

- Co-Chair Supanich spoke about proposal to have a two hour Joint Leadership Workgroup. Steering and Executive would have to move to different times. The proposal would be to have the meeting the last Thursday from 4:00-6:00pm and then have the other meetings separately.
- CS Molnar suggested having report-backs from the HPPC Executive and HHSPC Steering meetings at the Joint Workgroup.
- Jack Bowman suggested the Steering and Executive meetings be back to back. The third Thursday from 4:00-6:00pm.
 - T.J. Lee agreed that the back to back meeting would be helpful. He also inquired if November and December dates could be moved to 3:00-5:00pm.
- CM Lee moved to have the November and December meeting move to 3:00-5:00pm.
 - Mike Discepolo had a conflict with that date.
- Bill Ledford suggested that there be a break in December for the Joint Leadership Workgroup, in preparation for the holidays.

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- Bill Ledford moved to have the November and December cancelled and resume after the holidays.
- CM Sutter moved to approve the calendar as written. Charles Siron seconded.
 - VOTE: Motion passes. See attached: row [1] for vote breakdown.
- T.J. Lee amended the motion to change the November and December meetings to 3:30-5:30. Wade Flores seconded.
 - VOTE: Motion does not pass.

6. Assessment Findings

- Yvette Leung presented, "Assessment Findings from the SF HIV Planning Councils," which included:
 - Who Filled Out the Survey
 - Assessment Outline
 - How Safe Do You Feel to Disclose Your Opinion
 - How Curious Are You To Learn About The Other Council?
 - How Was The Communication In The Past Merger Process?
 - What Needs To Be Different From Previous Merger Process?
 - Council Strengths
 - Council Legacy & Achievements
 - What Strengths Would Emerge From a Merge Council?
 - How Would A Merger Best Serve The Community?
 - What's Your Ideal Vision of The Merger?
 - Iceberg Analogy
 - The Issues
 - Polarities
 - Elephants
 - Questions, Reflection & Discussion
 - Roadmap & Process
- The workgroup discussed the outcomes of the assessment.
- T.J. Lee inquired if there was a discussion about the weaknesses that could come from a merged council.
- Jack Bowman was surprised about the number of comments that indicated that some percentage of people felt the process was opportunistic and that people felt blindsided. He felt that there was a lot of effort to be inclusive.
 - Yvette Leung noted that these comments came from one or two people.
- Andrew Lopez- this is also not just people who have been part of this process. Not everyone has been involved in all of this.
 - T.J. Lee inquired if these findings were normal for a pre-merging of Councils.
- Paul Harkin noted how much both Council's had in common.
 - Charles Siron noted that there will always be differences in opinion.

7. July 31st Retreat Agenda- VOTE

- Yvette Leung presented the Retreat Agenda.
- Vote to approve the July 31st agenda.
 - VOTE: Motion Passes.
 - Paul Harkin suggested the retreat include the issues that were already outlined.

8. Roadmap & Process- VOTE

- Yvette Leung presented the roadmap and the timeline.

9. Adjournment

- The meeting was adjourned at 5:03 by Co-Chair Lopez.

Date: July 23, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Mary Lawrence Hicks (Council Co-Chair)	P	A	Y						
Chip Supanich (Council Co-Chair)	P	N	Y						
Channing-Celeste Wayne (Council Co-Chair)	A	-	-						
Wade Flores/ Bill Ledford (CCA)	P	A	Y						
Ron Hernandez Michael Smithwick Rachel Lozada (At-Large)	P/A	Y/-	Y/-	_____	_____	_____	_____	_____	_____
T.J Lee/ Charles Siron (Membership)	P	A	A						
Ken Pearce/ Eric Sutter (GPA)	P	N	Y						
Andrew Lopez (Community Co-Chair)	P	N	Y						
David Gonzalez (Community Co-Chair)	P	N	Y						
Eileen Loughran (Governmental Co-Chair)	P	A	Y						
Jack Bowman (At-Large)	P	Y	Y						
Paul Harkin (At-Large)	P	Y	Y						
Aja Monet (At-Large)	P	N	Y						
Laura Thomas (At-Large)	A	-	-						
Michael Discepola (At-Large)	P	N	Y						

Hi everyone,

Some updates to this month's calendar:

Steering Committee

Monday, August 17th

4-6 pm

Joint Leadership Work Group

15
cc
Thursday, August 27th

4-6 pm

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

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SHIV JOINT LEADERSHIP WORKGROUP ANNOTATED AGENDA

August 27, 2015
4 – 6 PM

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TIME	AGENDA ITEMS	WHO	DESIRED OUTCOMES/ MATERIALS NEEDED
4:00 – 4:10 10 min	WELCOME REVIEW/APPROVE AUGUST 27 TH DRAFT AGENDA – VOTE REVIEW/APPROVE JULY 23 RD MINUTES – VOTE ANNOUNCEMENTS PUBLIC COMMENT	Chip/Andrew	Materials to be sent ahead of time: - Retreat Evaluation Findings - Retreat PPT Slides - August 8th Draft Agenda - Past Mandates Presentation
4:10 – 4:20 10 min	DEBRIEF RETREAT	Y's Change	
4:20 – 4:25 5 min	MANDATES/P&Ps Ask that CHEP and HSSPC staff pull data together and bring a presentation to next Joint Leadership for discussion	Staff	DESIRED OUTCOMES Create a spreadsheet that will allow Joint Leadership to analyze PPM's in smaller chunks to see where we are similar and different and allow for a discussion of how we want our new council to operate.
4:25 – 4:45 20 min	DECISION-MAKING Explore issue and make recommendation that ensures that Full Councils vote on the same motions related to the merger without making amendments along the process.	Y's Change	DESIRED OUTCOMES Participants make recommendation that ensures that Full Councils vote on the same motions related to the merger without making amendments along the process.
4:45 – 5:20 35 min	CREATE SHARED VISION AND MISSION STATEMENT – PART I Present existing visions, missions, values and other critical documents within Care, Prevention, Joint Leadership Workgroup.	Y's Change	DESIRED OUTCOMES Create common vision, mission, values for a merged council.
5:20-5:55 35 min	EXPLORE ISSUE: Membership – PART II	Y's Change	DESIRED OUTCOMES Continuation of discussion of issue to find common ground and develop joint motion.
5:55 – 6:00 10 min	NEXT STEPS, CLOSING & EVALUATION	Y's Change	



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORKGROUP

Thursday, August 27th, 2015
San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-6:00 pm

Committee Members Present: Jack Bowman, Michael Discepolo, Paul Harkin, Ron Hernandez, Bill Ledford, T.J. Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Michael Smithwick, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo David Gonzalez

Committee Members Absent: , Rachel Lozada [A], Aja Monet, Ken Pearce, Laura Thomas, Channing-Celeste Wayne [E]

Others Present: Chuck Adams, Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Kim Fowler [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman

Draft Minutes

1. Introductions

The meeting was called to order at 4:00 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve October 22nd 2015 DRAFT Agenda – VOTE

The Aug 27th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve September 24th 2015 Draft Minutes- VOTE

The Sept 24th, 2015 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Announcement

- None.

6. Oct 8 Debrief of Joint Full Councils

- Co-Chair Supanich spoke about his experiences at the Joint Full Council Meeting.

7. Summary Analysis From HIV Planning Councils Survey & Other Lessons Learned.

- Ali Cone presented, "HIV Planning Councils Survey," which included:
 - Purpose
 - Results
 - Council Size
 - Demographics

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- Government/Provider Representation
- Committee Structure
- Assessment
- DPH Representation
- Prevention Integrated Planning
- Trends/ Conclusions

- CS Molnar noted that San Francisco is ahead of the curve.

- Jose Luis Guzman spoke about information coming from the Chicago EMA which has a merged Prevention/ HIV Care Council. The council started with a separate Care and Prevention committee and then they changed to a different model. They have two Community Co-Chairs and one Government Co-Chair

- Mark Molnar inquired about Co-Chair structure, in terms of demographics.
 - Jack Bowman spoke to the possibility of designing committees around the cascade, since it is a model that both sides are already committed to.
 - The Workgroup discussed the possible committees.
 - Paul Harkin- the most recent CDC RFP had a person who can link newly positive folks to the system of care. What is happening on the ground is already a combination of CARE and Prevention.

8. Crosswalk of Council Bylaws

- Jose Luis Guzman presented the crosswalk document of bylaws from both Councils. He noted there is a lot to cover, so maybe the Workgroup could walk through the document section by section.
 - Mark noted that it was a large document and some items may be able to be brought to a policy and procedure's workgroup.
 - Co-Chair Lopez inquired if there is something that needs to happen first.
 - Mark Molnar noted that there hadn't been a discussion of priorities. He thought a name was Important.
 - Co-Chair Supanich noted that meeting frequency would be a priority.
 - Jack Bowman inquired about the HRSA goal vs. HRSA mandate.
 - Mark Molnar and Ali Cone spoke to the items that where mandates vs. goal.
 - Mark Molnar- HRSA has very specific items that have to happen and other things that can be worked on without being penalized.
 - Bill Ledford inquired if this work could be done in a workgroup.
 - Jose Luis Guzman noted that Prevention can't add any Committees right now.
 - Mark Molnar spoke about the eventual need for a Policy and Procedure's Workgroup.
 - Ali Cone proposed adding some of the content changes to the issues list. She also suggested voting on some of the items to policies and procedures and then also bringing back language that could be tightened.

9. List of Remaining Issues & Other to Do Items Prior to Merge Date

- Yvette Leung presented:
 - Remaining Discussion Topics
 - To look at issues that need to be solved in the Joint Leadership Workgroup and things that could be moved to a policies and procedures workgroup.
 - To do List
 - Joint Leadership Workgroup
 - Present Care/ Prevention crosswalk of bylaws & HRSA/CDC P&Ps to determine what timeline of what needs to be done.

- Discuss remaining discussion issues & come to consensus.
- Set target date for merged council.
- Discuss policies & procedures that need to be discussed before merged council.
- Determine name of merged council.
- Develop application process.
- Arrange for mayoral appointments.
- Vote to approve bylaws of merged council.
- Vote to approve dissolution of individual council bylaws.
- Joint P&Ps Workgroup
 - Fine-tune voting by proxy
 - Look at P&Ps that need to be discussed after merged council.
- Sep
 - Letter of Concurrence and Joint Integrated Care/ Prevention Council Plan DUE.

10. Discussion of Issues- VOTE

- Yvette Leung presented the issue of leadership makeup, which included:
 - What are the mandates regarding the issue?
 - Jose Luis Guzman noted that there is a CDC mandate to have one Community Co-Chair and one Government Co-Chair.
 - Eileen Loughran noted the before the restructure we had community co-chairs that were government employees but we changed that by putting in the word, “appointed” opposed to just governmental co-chair.
 - Co-Chair Lopez noted that the CDC mandate is for the whole Council, not just Committee.
 - Ali Cone inquired if the Co-Chair has to be a CHEP or could it be another government department?
 - Jose Luis Guzman noted that his interpretation would be someone who works in HIV, either prevention or HHS. The function of the Co-Chair is to be able to enact change.
 - Michael Discepola suggested having a government Co-Chair be from either CHEP or HHS, and whichever department is not Co-Chair could have seat on the Council, in order to have representation.
 - Mark Molnar noted that there is a motion from the Care Council to vote in all Co-Chairs.
 - The workgroup did a straw poll for a government Co-Chair from HHS or CHEP.
 - The workgroup discussed the few reservations.
 - T.J. Lee- I want to make sure we as a Council vote on this person and it isn't appointed from DPH directly.
 - Eric Sutter inquired about the relationship between the Prevention Council and DPH.
 - Jack Bowman- I think usually CHEP and community are alignment, but there was a time when that wasn't the case.
 - The workgroup spoke about the CDC restructuring of the community planning guidance.

- CS Molnar noted that the consumer is important to the spirit of our bylaw.
- Yvette Leung suggested speaking to the rest of co-chairs/ leadership.
- Paul Harkin noted that having a Government Co-Chair is a mandate but there needs to be more detail.
- Co-Chair Supanich noted that this conversation could end now and revisited at the next meeting.

11. Next Steps, Closing and Evaluation

- The workgroup went over issues that would be helpful for the government leadership vote.

12. Adjournment

- The meeting was adjourned at 6:02 by Co-Chair Supanich.



JOINT LEADERSHIP WORKGROUP MEETING

SEP 24, 2015 4 – 6 PM

ANNOTATED AGENDA

TIME	AGENDA ITEM	WHO	SET UP/DESIRED OUTCOMES
4:00 – 4:05	WELCOME, ANNOUNCEMENTS, & AGENDA CHANGES	Chip & Andrew	
4:05 – 4:10	PUBLIC COMMENT	Chip & Andrew	
4:10 – 4:15	REVIEW/APPROVE AUGUST 27 TH MINUTES	Chip & Andrew	
4:15 – 4:20	MISSION, VISION & GRANDFATHERING RECOMMENDATIONS – VOTE	Chip & Andrew	
4:20 – 4:50	OCTOBER 8 TH AGENDA – VOTE - Present draft agenda - Discuss strategies for presenting recommendations	Y's Change	DESIRED OUTCOME Finalize draft agenda and develop strategies to present recommendations.
4:50 – 5:55	DISCUSSION ON ISSUES – POTENTIAL VOTE	Y's Change	DESIRED OUTCOMES - Conduct strawpoll on issue to be discussed - Come to consensus and develop recommendation
	Present List of Issues & Gameplan for Discussions Membership Demographics - How you currently look individually and merged together? - What are our mandates on how you need to look? - How should you look to align with the vision and mission?		SUPPORTING MATERIALS NEEDED PPT Issues Slide Individual Council Demographics Merged Demographics Mandates Affecting Membership
	Leadership Makeup - Straw Poll on leadership makeup - Discussion		
	Size of Council or other issue if time allows		
5:55 – 6:00	NEXT STEPS & EVALUATION	Y's Change	





HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, Sept 24th, 2015

San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-6:00 pm

Committee Members Present: Jack Bowman, David Gonzalez, Paul Harkin, Bill Ledford, T.J. Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Laura Thomas,

Committee Members Absent: Wade Flores, Ron Hernandez [A], Mary Lawrence Hicks [A], T.J. Lee [E], Rachel Lozada [A], Aja Monet, Eric Sutter [A], Linda Walubego [A], Channing-Celeste Wayne [LoA]

Others Present: Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Draft Minutes

1. Introductions

The meeting was called to order at 4:00 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Announcements

- None.

3. Review/Approve September 24th 2015 DRAFT Agenda – VOTE

The Sept 24th, 2015 DRAFT Agenda was reviewed and approved by consensus.

4. Review/Approve August 27th 2015 Draft Minutes- VOTE

The Aug 27th, 2015 DRAFT Minutes was reviewed and approved by consensus.

5. Public Comment

- None.

6. Mission, Vision & Grandfathering Recommendations- VOTE

- Co-Chair Supanich introduced recommendations that were discussed at the last meeting.
- Jack Bowman moved to offer membership to all current members in good standing at the time of the merge. CM Siron seconded.
 - VOTE: Motion passes. See attached: Row [1] for vote breakdown.
- CM Siron moved to adopt the following as the Joint Council's Vision Statement:
 - To create an ideal health care system for people living with or at risk for HIV/ AIDS.
- Jack Bowman seconded.
 - VOTE: Motion passes. See attached: Row [2] for vote breakdown.

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- CM Ledford moved to adopt the following as the Joint Council's Mission Statement:
 - Ensure that there is meaningful collaboration that supports the continuum of HIV prevention, care and treatment services;
 - Ensure that San Francisco has functional networks that provide seamless service delivery; and
 - Support models that increase health equity among populations heavily impacted by HIV.
- CM Siron seconded.
 - VOTE: Motion passes. See attached: Row [3] for vote breakdown.

7. October 8th Agenda- VOTE

- Yvette Leung presented the proposed agenda and objectives for the Joint meeting on October 8th.
- The workgroup discussed if there is a need to vote on a merge.
 - CS Molnar suggested there could be a new motion to merge including a possible date.
 - Co-Chair Supanich inquired if the Joint Leadership Workgroup could continue to create motions once both Full Councils vote to merge.
 - CS Molnar- Yes.
 - Dean Goodwin suggested giving feedback to both Full Councils about the progress the Joint Leadership Workgroup has made.
 - Jack Bowman inquired if picking a date for a merge is premature.
 - CM Ledford suggested the group picks a perspective date.
 - CS Molnar- I'm not sure if a vote on a merge with a date is necessary, or not. Before a merge vote happens, there needs to be a discussion about the merge motions that the HHSPC created.
 - Co-Chair Supanich suggested doing a presentation to both Councils and also including the merge motions created by the HHSPC.
 - CS Molnar- it does open the door for people not to be ready to vote for a merge, if all the motions from the HHSPC were not dealt with.
 - Laura Thomas suggested presenting what has been voted on, and also the HHSPC motions and how the Joint Leadership workgroup have tried to address them.
 - CM Siron suggested there doesn't need to be another merge both, just a presentation of the joint recommendations.
 - Yvette Leung suggested both Council's vote or at least get the feedback from both Councils.
 - Jack Bowman spoke to the HPPC process of not presenting from a workgroup until the work is totally done.
 - Andrew Lopez- I think it's a way to respond to the six issues that CARE council had before the vote to merge. A way to catch the whole group up to speed.
 - Co-Chair Supanich- the HHSPC didn't feel included during the last Joint Leadership Workgroup, so we're trying to be inclusive.
 - Co-Chair Supanich suggested having a straw poll vote from both Council's after a discussion and presentation.
 - CS Molnar suggested there be a vote from both Council's on the three motions developed from the Joint Leadership Workgroup.
 - Andrew Lopez also noted the importance of getting feedback to know where to work in the Joint Leadership Workgroup.
 - CS Molnar suggested bringing the motions from both councils to see where work needs to be done and what work has already been done.

- David Gonzalez inquired about the vote to merge. Is it an individual question or are both Council's ready to merge.
 - Yvette Leung- I think it's to gauge to see where each Council is at. She suggested brining the motions early in the meeting.
- Yvette Leung noted that there needs to be some work on the agenda to cut an hour.
 - Jack Bowman suggested taking off the land exercise, because it will be a larger group who hasn't necessarily connected and built trust.
- **The Joint Leadership Workgroup voted to approve the content of the SFHIV Full Council Meeting**
 - **VOTE: Motion Passes. See attached: row [4] for vote breakdown.**
- The Joint Co-Chairs agreed to present the motions.

8. Discussion on Issues- VOTE

- Yvette Leung presented the issue prioritized, which included:
 - Membership- 7
 - Attrition vs. Start Fresh
 - # of Unaffiliated HIV+ Seats
 - Government Representation 1
 - Size
 - Voting
 - How to ensure councils vote on the same issues apples to apples?
 - Who gets to vote by proxy?
 - Equity issue of # vote vs. # voice in Joint Leadership Workgroup
 - Co-Chairs
 - Government Co-Chair
 - 33.3% HIV+ Representation in All Leadership Positions
 - Staffing
 - Government Staffed vs. CBO Staffed
 - How staffing will be determined.
- The workgroup discussed staffing.
 - Yvette Leung noted that there is some interest in finding out what is happening with staffing, but that it may not be something that has to be decided by the council.
- The Workgroup went over the HHSPC motions that addressed their concerns.
 - Jack Bowman- inquired about the 33 1/3% unaffiliated mandate on the Council, especially if there won't be more recruitment until the council falls to a certain number.
 - Eileen Loughran spoke about the challenges with having so many mandated seats vs. community members.
- The Workgroup discussed the issues and decided which issues could be crossed off.
 - Dean Goodwin noted that the issue of voting seats for San Mateo and Marin.
 - HPPC noted that it had been worked on and is a non-issue.
 - Co-Chair Lopez suggested keeping track of the non-issues so it could be included in a conversation with both council about values.
 - CS Molnar noted that the 33 1/3% HIV+ unaffiliated is not an issue, as the merged council would still have that level of representation.

- Laura Thomas- I am confused why government representation is an issue. We're not going to change having government representatives. I would suggest putting this aside as a potentially non-issue.
- Ali Cone and Jose Luis-Guzman presented the side-by side look at the HHSPC and HPPC mandated seats.
 - The committee discussed conflict of interest and mandated seats.
 - Jack Bowman spoke about conflict of interest according to the government vs. the council's culture.
 - David Gonzalez noted that there could be a discussion later about cultural norms. But there is a difference between what is mandated federally and what is added locally.
 - CM Pearce spoke about his issue with government seats not having a conflict of interest.
 - Laura Thomas- there is a difference about having a conflict of interest and being aligned or unaligned.
 - Yvette Leung noted that there needs to be clarification of conflict of interest and whether you're representing more than one category.
- Yvette Leung wanted to end the discussion by discussing shared values, including values around the Council's makeup and the three roles that Care and Prevention have: HIV consumer, provider and government.
 - Co-Chair Lopez noted that the Council is supposed to represent the epidemic. He spoke about the importance of having both HIV positive and negative voice.
 - Co-Chair Supanich noted that there will be more representation of people hit by the epidemic, once we merge. We both have a value of diversity and inclusion.
 - Jose Luis-Guzman- the only difference is what way to gauge the epidemic. Care looks at living cases, and HPPC looks at new diagnosis.
 - Yvette Leung noted that she hears that there is a shared value to use data to provide representation of communities.
 - Jack Bowman noted that both Councils have a value of having community representation.
 - Yvette Leung summarized the shared values of both Councils.
- Dean Goodwin noted that Government Co-Chair should be changed to Health Co-Chair.
- Yvette Leung suggested the mandated seats from both Councils be side by side, in the same column to make it clearer.
- CM Pearce inquired about the number of Co-Chairs.

9. Next Steps & Evaluation

- The next date is set for Oct 27th.
- The internal group will be working on adjusting the times for the Oct 8th agenda.

10. Adjournment

- The meeting was adjourned at 6:04 by Co-Chair Lopez.

Date: Sept 24, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Mary Lawrence Hicks (Council Co-Chair)	A	-	-	-	-				
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y				
Channing-Celeste Wayne (Council Co-Chair)	LoA	-	-	-	-				
Wade Flores/ Bill Ledford (CCA)	E/P	Y	Y	Y	Y				
Ron Hernandez Michael Smithwick Rachel Lozada (At-Large) Linda Walubengo	A/P A/A	Y/A	Y/A	Y/A	Y/A	—	—	—	—
TJ Lee/ Charles Siron (Membership)	E/P	Y	Y	Y	Y				
Ken Pearce/ Eric Sutter (GPA)	P/A	-	-	-	Y				
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	Y				
David Gonzalez (Community Co-Chair)	P	Y	Y	Y	Y				
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y				
Jack Bowman (At-Large)	P	Y	Y	Y	Y				
Paul Harkin (At-Large)	P	-	-	-	-				
Aja Monet (At-Large)	A	-	-	-	-				
Laura Thomas (At-Large)	P	Y	Y	Y	Y				
Michael Discepola (At-Large)	A	-	-	-	-				

SFHIV FULL COUNCILS MEETING**OCT 22, 2015 4 – 6 PM****AGENDA**

SF AIDS Foundation Swing Space

TIME	AGENDA ITEM	WHO
4:00 – 4:05	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE	Andrew & Chip
4:05 – 4:10	PUBLIC COMMENT	Chip & Andrew
4:10 – 4:20	OCT 8 DEBRIEF OF JOINT FULL COUNCILS	Andrew & Chip Y's Change
4:20 – 4:40	SUMMARY ANALYSIS FROM HIV PLANNING COUNCILS SURVEY & OTHER LESSONS LEARNED	Care Council Staff David, Jose-Luis
20 min?	CROSSWALK OF COUNCIL BYLAWS	Care/Prevention Council Staff
5:00 – 5:10	LIST OF REMAINING ISSUES & OTHER TO DO ITEMS PRIOR TO MERGE DATE	Y's Change
5:10 – 5:55	DISCUSSION OF ISSUES – VOTE • Discussion Format ◦ What are the mandates regarding issue? ◦ What do current Care/Prevention Councils look like now? Merged? ◦ Conduct straw poll on issue. ◦ Discussion. ◦ Possible vote. • Leadership Makeup • Next Issues: Size/Seats Upon Attrition	Chip & Andrew
5:55 – 6:00	CLOSING & EVALUATION	Y's Change

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HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, October 22nd, 2015

San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-6:00 pm

Committee Members Present: Jack Bowman, Michael Discepola, Paul Harkin, Ron Hernandez, Bill Ledford, T.J. Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Michael Smithwick, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo David Gonzalez

Committee Members Absent: Rachel Lozada [A], Aja Monet, Ken Pearce, Laura Thomas, Channing-Celeste Wayne [E]

Others Present: Chuck Adams, Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Kim Fowler [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman

Minutes

1. Introductions

The meeting was called to order at 4:00 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve October 22nd 2015 DRAFT Agenda – VOTE

The Oct 22nd, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve September 24th 2015 Draft Minutes- VOTE

The Sept 24th, 2015 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Announcement

- None.

6. Oct 8 Debrief of Joint Full Councils

- Co-Chair Supanich spoke about his experiences at the Joint Full Council Meeting.

7. Summary Analysis From HIV Planning Councils Survey & Other Lessons Learned.

- Ali Cone presented, "HIV Planning Councils Survey," which included:
 - Purpose
 - Results
 - Council Size
 - Demographics

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- o Government/Provider Representation
- o Committee Structure
- o Assessment
- o DPH Representation
- o Prevention Integrated Planning
- o Trends/ Conclusions

- CS Molnár noted that San Francisco is ahead of the curve.

- Jose Luis Guzman spoke about information coming from the Chicago EMA which has a merged Prevention/ HIV Care Council. The council started with a separate Care and Prevention committee and then they changed to a different model. They have two Community Co-Chairs and one Government Co-Chair

- o Mark Molnar inquired about Co-Chair structure, in terms of demographics.
- o Jack Bowman spoke to the possibility of designing committees around the cascade, since it is a model that both sides are already committed to.
- o The Workgroup discussed the possible committees.
- o Paul Harkin- the most recent CDC RFP had a person who can link newly positive folks to the system of care. What is happening on the ground is already a combination of CARE and Prevention.

8. Crosswalk of Council Bylaws

- Jose Luis Guzman presented the crosswalk document of bylaws from both Councils. He noted there is a lot to cover, so maybe the Workgroup could walk through the document section by section.
 - o Mark noted that it was a large document and some items may be able to be brought to a policy and procedure's workgroup.
 - o Co-Chair Lopez inquired if there is something that needs to happen first.
 - Mark Molnar noted that there hadn't been a discussion of priorities. He thought a name was Important.
 - Co-Chair Supanich noted that meeting frequency would be a priority.
 - o Jack Bowman inquired about the HRSA goal vs. HRSA mandate.
 - Mark Molnar and Ali Cone spoke to the items that where mandates vs. goal.
 - Mark Molnar- HRSA has very specific items that have to happen and other things that can be worked on without being penalized.
 - o Bill Ledford inquired if this work could be done in a workgroup.
 - Jose Luis Guzman noted that Prevention can't add any Committees right now.
 - Mark Molnar spoke about the eventual need for a Policy and Procedure's Workgroup.
 - o Ali Cone proposed adding some of the content changes to the issues list. She also suggested voting on some of the items to policies and procedures and then also bringing back language that could be tightened.

9. List of Remaining Issues & Other to Do Items Prior to Merge Date

- Yvette Leung presented:
 - o Remaining Discussion Topics
 - To look at issues that need to be solved in the Joint Leadership Workgroup and things that could be moved to a policies and procedures workgroup.
 - o To do List
 - Joint Leadership Workgroup
 - Present Care/ Prevention crosswalk of bylaws & HRSA/CDC P&Ps to determine what timeline of what needs to be done.

- Discuss remaining discussion issues & come to consensus.
- Set target date for merged council.
- Discuss policies & procedures that need to be discussed before merged council.
- Determine name of merged council.
- Develop application process.
- Arrange for mayoral appointments.
- Vote to approve bylaws of merged council.
- Vote to approve dissolution of individual council bylaws.
- Joint P&Ps Workgroup
 - Fine-tune voting by proxy
 - Look at P&Ps that need to be discussed after merged council.
- Sep
 - Letter of Concurrence and Joint Integrated Care/ Prevention Council Plan DUE.

10. Discussion of Issues- VOTE

- Yvette Leung presented the issue of leadership makeup, which included:
 - What are the mandates regarding the issue?
 - Jose Luis Guzman noted that there is a CDC mandate to have one Community Co-Chair and one Government Co-Chair.
 - Eileen Loughran noted the before the restructure we had community co-chairs that were government employees but we changed that by putting in the word, "appointed" opposed to just governmental co-chair.
 - Co-Chair Lopez noted that the CDC mandate is for the whole Council, not just Committee.
 - Ali Cone inquired if the Co-Chair has to be a CHEP or could it be another government department?
 - Jose Luis Guzman noted that his interpretation would be someone who works in HIV, either prevention or HHS. The function of the Co-Chair is to be able to enact change.
 - Michael Discepola suggested having a government Co-Chair be from either CHEP or HHS, and whichever department is not Co-Chair could have seat on the Council, in order to have representation.
 - Mark Molnar noted that there is a motion from the Care Council to vote in all Co-Chairs.
 - The workgroup did a straw poll for a government Co-Chair from HHS or CHEP.
 - The workgroup discussed the few reservations.
 - T.J. Lee- I want to make sure we as a Council vote on this person and it isn't appointed from DPH directly.
 - Eric Sutter inquired about the relationship between the Prevention Council and DPH.
 - Jack Bowman- I think usually CHEP and community are alignment, but there was a time when that wasn't the case.
 - The workgroup spoke about the CDC restructuring of the community planning guidance.

- Co-Chair Lopez noted that he joined after the restructuring so his experience with a Government Co-Chair has been positive. Since there is already buy-in from the government without having to bring it to them.
- Dean Goodwin noted that there has been disagreements with Co-Chairs before and the Co-chair wouldn't have veto power.
- Eileen Loughran spoke about the experience with restructuring from the CDC and the lessons learned. The Prevention Council votes on the letter of concurrence, if the Council doesn't agree with the government they can sign no on the letter or sign a "concurrence with reservation".
- Michael Discepola spoke about the importance of having a structure in place to bring up an issue or set an agenda item.
- Ron Hernandez noted his reservation around a Government Co-Chair not going through the normal committee structure, as he wants a Co-Chair to represent his voice and be well-informed about Council activities.
- Yvette Leung- I'm hearing hopes and dreams of what the merged council to look like.
- CS Molnar noted there isn't a HRSA mandate around having an HIV positive Co-Chair per committee, but there is a Council mandate to have an HIV positive Co-Chair of the whole Council.
 - Co-Chair Supanich inquired if having an HIV+ Co-chair on each committee is a tradition.
 - Mark Molnar- Yes. He also noted that there is a motion from the CARE side about unaffiliated HIV positive Co-Chairs in each Committee as well as 33 1/3% positive non-affiliated consumers in all committees.
- Jose Luis Guzman noted that there isn't a prevention mandate about HIV positive Co-Chairs. We have more than 1/3rd HIV positive members, but no mandate.
- Bill Ledford suggested having an HIV positive person as a leader in each committee, as well as the whole Council.
- Mark Molnar noted that Mary Lawrence Hick's motion speaks to the committee or leadership structure.
 - Co-Chair Lopez noted that there hadn't been a decision about committee or leadership structure.
- Yvette Leung wanted to start on leadership makeup of the Council.
 - T.J. Lee spoke to the tradition of the council being 50% HIV+.
 - CS Molnar noted that our current by-laws say 1 Co-Chair HIV+ Consumer of services. Our motion says unaffiliated, HIV+ Consumer.
- Eric Sutter started a motion around an HIV positive Co-Chair, but the workgroup decided to further discuss the topic before creating a motion.
 - The committee discussed possibility of deciding on the amount of Co-Chairs first.
- Jose Luis Guzman inquired if the consumer could also be a Prevention Services Consumer.
 - Michael Smithwick noted that someone who takes a condom could be a consumer.
 - The committee discussed the spirit of the term consumer, as prevention doesn't use Ryan White.
 - T.J. Lee suggested just turning it to HIV+ person instead of consumer.

- CS Molnar noted that the consumer is important to the spirit of our bylaw.
- Yvette Leung suggested speaking to the rest of co-chairs/ leadership.
- Paul Harkin noted that having a Government Co-Chair is a mandate but there needs to be more detail.
- Co-Chair Supanich noted that this conversation could end now and revisited at the next meeting.

11. Next Steps, Closing and Evaluation

- The workgroup went over issues that would be helpful for the government leadership vote.

12. Adjournment

- The meeting was adjourned at 6:02 by Co-Chair Supanich.

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SFHIV JOINT LEADERSHIP WORKGROUP MEETING

NOV 19, 2015 4 – 6 PM

AGENDA

SF AIDS Foundation Swing Space

TIME	AGENDA ITEM	WHO
4:00 – 4:05	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE	Andrew & Chip
4:05 – 4:10	APPROVAL OF THE OCTOBER MINUTES	Andrew & Chip
4:10 – 4:15	PUBLIC COMMENT	Andrew & Chip
4:15 – 4:30	ROADMAP SCHEDULE – POSSIBLE VOTE	Care/Prevention Council Staff
4:30 – 4:50	CROSSWALK OF COUNCIL BYLAWS PART 2 – VOTE <i>Desired Outcome:</i> - Recommendation to move list of bylaws to Joint P&Ps Workgroup - Look through remaining bylaws and add to schedule of discussion items for Joint Leadership Workgroup	Care/Prevention Council Staff Y's Change
4:50 – 5:20	DEFINITIONS <i>Desired Outcome:</i> Create a shared understanding of terminology used from the lens of a Joint Council: - Consumer of Services - Service Provider - Government Representative	Mark & Jose-Luis
5:20 – 5:55	DISCUSSION OF ISSUES – VOTE <i>Desired Outcome:</i> Create joint recommendations/motions on the following discussion issues: - Leadership Makeup - Continued - Size - Committee Structure	Andrew & Chip Y's Change
5:55 – 6:00	CLOSING & EVALUATION	Y's Change



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, November 19th, 2015

San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-6:00 pm

Committee Members Present: Jack Bowman, David Gonzalez, T.J Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo,

Committee Members Absent: Cicily Emerson [A], Wade Flores [A], Paul Harkin, Bill Ledford [A], Rachel Lozada [A], Aja Monet, Laura Thomas

Others Present: Chuck Adams, Kim Fowler [Y's Change], Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change],

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar, Emily Raganold

HPPC Support Staff Present: Jose Luis Guzman [CHE&P]

Draft Minutes

1. Introductions

The meeting was called to order at 4:12 pm by Co-Chair Lopez. Everyone introduced themselves and quorum was established.

2. Review/Approve November 19th 2015 DRAFT Agenda – VOTE

The Nov 19th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve October 22nd 2015 Draft Minutes- VOTE

The Oct 22nd, 2015 DRAFT Minutes was reviewed, amended and approved by consensus.

4. Public Comment

- None.

5. Announcement

- None.

6. Roadmap Schedule- VOTE

- Yvette Leung presented the Division of Merger Responsibilities which included group responsibilities and action steps. She also presented a Merged Council Roadmap with a timeline.
 - Mark Molnar noted that the Care Council's Summit is around the same time as Prevention's Letter of Concurrence, which means they might be able to be worked on together. The May date was proposed in order to prepare the work for the Summit and Letter of Concurrence.
 - Ali Cone- For a merge date of May, the bylaws would need to be ready in April, as there needs to be a month lead-time.
 - Jose Luis-Guzman noted that The Council Members will need to be approved by the Mayor before May.

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- Mark Molnar suggested speaking to the Mayor about approving all Council Members at once
- Charles Siron moved to approve the Merged Council Roadmap. David Gonzalez seconds.
 - VOTE: Motion Passes. See attached: column [1] for vote breakdown.
 - Co-Chair Lopez inquired if that motion speaks to meeting frequency?
 - Mark Molnar- that has yet to be finalized.
 - Co-Chair Supanach inquired as to when that will need to be determined.
 - Mark Molnar- by August.
 - Jack Bowman and David Gonzalez spoke about the Prevention Council meeting to discuss meeting frequency.

7. Crosswalk of Council Bylaws Part 2- VOTE

- Ali Cone presented the policies that may be able to move to a policies and procedures workgroup
 - Jose Luis-Guzman noted that this is a way to make the two Council's documents align.
 - Ali Cone- this document will help the workgroup to understand which issues need to be tackled sooner rather than later and which issues can be moved to a workgroup.
- Eric Sutter moved to transfer the list of policies organized by Council Staff to a separate policies and procedures workgroup. Charles Siron seconded.
 - VOTE: Motion Passes. See attached: column [2] for vote breakdown.
- Ali Cone presented issues that still need to be tackled by the Joint Leadership Workgroup.
 - Mark Molnar summarized the three ways that the policies will be worked on: language changes that staff will work on and present to the workgroup, the list to go to a P&P workgroup and a list to be worked on by the Joint Leadership Workgroup.
 - Co-Chair Lopez inquired if there needs to be a bylaw change in order to add another committee?
 - Jose-Luis Guzman- no, because it's a workgroup.
 - Co-Chair Supanach inquired about policies and procedures that need to be done sooner.
 - Ali Cone suggested coming up with a list of highest priorities policies that need to be tackled first.
- Ken Pearce inquired about membership terms.
 - Jose-Luis Guzman- Prevention only has terms for Co-Chairs.
- Ken Pearce suggested possibly speaking with John Andrews to help with Policies and Procedures.
- Yvette Leung presented, "Joint Leadership Discussion Issues," which includes:
 - Name & Purpose of merged Council
 - Leadership Makeup/ Co-Chair Composition
 - Membership & Seats
 - Committee Structure
 - Meeting Procedure
 - Voting
 - Meeting Frequency
 - Yvette Leung noted that everything would have to be prepared by April, since the merge needs to be presented at the May meeting.

8. Definitions

- Mark Molnar presented, "Clarification of Terms," which included terms and examples.
 - Consumer of Services
 - Ken Pearce inquired about conflict of interest when referring to an agency who could receive Ryan White funds in the future.
 - Mark Molnar noted that it could refer to an agency that may be bidding for an RFP.
 - Ken Pearce spoke about a person bouncing from unaffiliated vs. affiliated.
 - Ali Cone noted The Council keeps track of that.
 - HIV+ Unaffiliated Consumer of Services
 - Service Provider
 - Mark Molnar gave examples of persons with conflict of interest.
 - Jack Bowman inquired about a person providing a service but not receiving RW or CDC funding.
 - Mark Molnar noted that it's up to the individual to determine if what services they provide would be a conflict of interest.
 - Government Representative
 - Mark Molnar spoke about the gray area with conflict of interests and noted that the language is vague.
 - Dean Goodwin noted that there is some language in conflict of interest within the Roberts Rules training.
 - Ken Pearce suggested that there should be conflict of interest language for consumers as well as providers.
 - Jack Bowman expressed concern with the vagueness of language as the Prevention Council has never operated with conflict of interest before.
 - Mark Molnar- hopefully this will be tackled in trainings.
 - Mark Molnar- noted that this is particularly for motions that effect money.
 - Jose-Luis Guzman and Eileen Loughran spoke about circumstances when prevention would vote on something that might affect funding which would require a conflict of interest.

9. Discussion of Issues- VOTE

- Yvette Leung spoke about the issue of government Co-Chairs.
- Kim Fowler asked about the issue and the role of the Co-Chairs.
 - Jack Bowman noted that it was a mandate.
 - Mark Molnar noted that there is a little bit of ambiguity around being a Co-Chair of Full Council or Committee.
 - T.J. Lee spoke in favor of the HIV positive Co-Chair not being the same as the government Co-Chair.
 - Ali Cone noted that at the last meeting Council members spoke about having the government rep be someone who works for an HIV related department.
 - Ken Pearce suggested having four Co-Chairs: PLWH Consumer, person of color, woman and government rep.
 - Charles Siron agreed with Ken Pearce and suggested that the Co-Chair have prevention knowledge.
 - T.J. Lee noted that the workgroup needs to figure out if the government Co-Chair is voted on or appointed.

- ❖ Mark Molnar spoke about the make-up of The Council. There will be a CHEP and an HHS representative. The Council could ideally choose between each representative.
 - Dean Goodwin- noted that it's a complex issues, as some people have different tasks, or people might leave the job, etc. It needs to be explored further.
- ❖ TJ Lee noted that The Council should have some say with The Co-Chair, in case there is a problem with the rep.
 - Eileen Loughran- there is a grievance procedure.
 - Jose-Luis Guzman suggested the possibility of government reps sharing a vote and a seat.
- ❖ David Gonzalez- suggested the possibility of four Co-Chairs in order to maintain checks and balances.
- ❖ Jack Bowman- most of our membership is prevention providers, and less unaffiliated consumers. I wonder if we can create an unaffiliated consumer of prevention services term and have that be a requirement for The Co-Chairs as well.
 - Dave Jordan inquired if this position would be someone who is high-risk.
- ❖ The workgroup spoke about the designation of unaffiliated consumer for prevention.
- ❖ Co-Chair Supanich spoke in favor of four Co-Chairs. He also suggested adding, "Unaffiliated, HIV negative consumer".
- ❖ The workgroup spoke about a consumer of prevention services possibly being positive.
- ❖ Mark Molnar- suggested taking a step back from unaffiliated, as it might penalize a positive person from working in services.

Ken Pearce moved to have four Council Co-Chairs: one government co-chair seat and three co-chairs seats that include the following communities or attributes: people of color, women, HIV positive consumers, a consumer of prevention services, and an individual who is unaffiliated.

- **Linda Walubengo seconded.**
 - ❖ **VOTE: Motion Passes. See attached: column [3] for vote breakdown.**
 - ❖ David Gonzalez spoke in favor of having, "unaffiliated" be included.
 - ❖ Co-Chair Supanich suggested including consumer of prevention services.
 - ❖ Mark Molnar
 - ❖ Dean Goodwin noted that unaffiliated would be someone who can't serve on a board, which would include a lot of consumers. He also noted that a single Co-Chair can represent multiple attributes.
 - ❖ Co-Chair Lopez inquired about meeting the requirements.
 - Mark Molnar noted that if it isn't being met, it's our own bylaws and wouldn't be enforced by HRSA and CDC.
 - ❖ Jack Bowman suggested creating the requirements for the governmental Co-Chair.

10. Discussion of Issues- VOTE

- Co-Chair Lopez suggested a straw poll vote to determine the ideal size of The Council.
- The workgroup took a straw poll to gauge if people supported a Council with 40 people.

11. Next Steps, Closing and Evaluation

12. Adjournment

- The meeting was adjourned at 6:02 by Co-Chair Lopez.

Date: November 19, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y					
Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
Eric Sutter (Council Co-Chair)	P	Y	Y	Y					
Wade Flores/ Bill Ledford (CCA)	A/A	-	-	-					
Ron Hernandez Michael Smithwick Rachel Lozada	A/A/A	-	-	-	---	---	---	---	---
T.J Lee/ Charles Siron (Membership)	P/P	Y/Y	Y/Y	Y/Y					
Ken Pearce/ Cicily Emerson	P/A	-	-	-					
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y					
David Gonzalez (Community Co-Chair)	P	Y	Y	Y					
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y					
Jack Bowman (At-Large)	P	Y	Y	Y					
Paul Harkin (At-Large)	A	-	-	-					
Aja Monet (At-Large)	A	-	-	-					
Laura Thomas (At-Large)	A	-	-	-					
Michael Discepola (At-Large)	A	-	-	-					
Ayes		9	9	10					
Nayes									
Abstain									
Recusal									
Total		9	9	10					

Hi everyone,

All regular committee meetings and Full Council have been **CANCELLED** for December.

The only meeting in December will be the Joint Leadership Work Group, which will meet on Thursday, December 17th from 4-6 pm at the San Francisco AIDS Foundation.

Thank you,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

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DEC 17, 2015, 4 – 6 PM

TIME	AGENDA ITEM	WHO
4:00 – 4:05	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE	Chip & Andrew
4:05 – 4:10	APPROVAL OF NOVEMBER MINUTES	Chip & Andrew
4:10 – 4:15	PUBLIC COMMENT	Chip & Andrew
4:15 – 4:20	ROADMAP & ISSUES SCHEDULE – UPDATE	Y's Change
4:20 – 4:40	GOVERNMENT CO-CHAIR POSITION – VOTE DPH jointly presents proposed structure for Government Co-Chair position. <i>Desired Outcome:</i> • Approve DPH Government Co-Chair structure as bylaw recommendation to present to Full Councils.	DPH Staff
4:40 – 5:20	DISCUSSION OF ISSUES – VOTE <i>Desired Outcome:</i> Create joint recommendations for merged council bylaws on the following issues: • Size Upon Attrition • Meeting Frequency & Duration • Voting in Committee & Workgroups	Chip & Andrew Y's Change
5:20 – 5:35	MERGED COUNCIL NAME – DISCUSSION <i>Desired Outcomes:</i> • Create shared understanding on process for naming merged council. • Generate key words and functions that contribute to the new merged council identity to begin generating naming ideas.	Y's Change
5:35 – 5:50	CHANGE IN LANGUAGE RECOMMENDATIONS TO COUNCIL BYLAWS – VOTE <i>Desired Outcome:</i> • Approval of joint recommendation to change bylaws that would be consistent with a merged council's funding mandates per staff recommendations.	Care/Prevention Council Staff
5:50 – 6:00	APPRECIATIONS & EVALUATION	Y's Change



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, December 17th 2015

San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-6:00 pm

Committee Members Present: Jack Bowman, Michael Discepolo, Wade Flores, David Gonzalez, Bill Ledford, Andrew Lopez, Eileen Loughran, Aja Monet, Michael Smithwick, Chip Supanich, Eric Sutter, Linda Walubengo

Committee Members Absent: Paul Harkin, Ron Hernandez [E], Rachel Lozada [A], Laura Thomas

Others Present: Elaine Flores, Dean Goodwin, Kevin Hutchcroft, Yvette Leung

HHSPC Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar

HPSPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Draft Minutes

1. Introductions

The meeting was called to order at 4:11 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve December 17th 2015 DRAFT Agenda – VOTE

The December 17th 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve November 19th 2015 Draft Minutes- VOTE

The November 19th 2015 DRAFT Minutes was reviewed, minorly amended and approved by consensus.

4. Public Comment

- None.

5. Announcements

- None.

6. Roadmap & Issues Schedule- UPDATE

- Yvette Leung went over the roadmap and updates to the list of issues.
- Yvette confirmed that the next meeting will be January 28th 4-6 pm.

7. Government Co-Chair Position- VOTE

- Dean Goodwin and Eileen Loughran provided a job description for the Governmental Co-Chair seat, which was reviewed by the work group.
- The policy stipulates that each CHEP and HHS will appoint 1 staff to serve jointly as Co-Chair, sharing 1 vote.
- Jack Bowman asked about how the 2 SFDPH staff would serve on committee: will the 2 dph staff be on the same committee? Do they get a full vote in committee?
- Chip Supanich- Would there be a replacement if they couldn't come?

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- Bill Ledford – will the council have a say in who is appointed?
 - Dean Goodwin- we could have the council vote to confirm.
- T.J. Lee expressed that he believes there should be one person appointed, not 2 sharing a vote.
- CS Cone clarified that the 2 co-chairs would have to be approved by mayor's office before voting, per HRSA guidance.
- Aja Monet asked about the process of the co-chair being replaced.
 - Eileen Loughran explained the grievance process, and reiterated that they want to ensure that the right person is in the position.
 - Co-Chair Supanich suggested we move that to the P&P as a prioritized policy before the merge occurs.
- Charles Siron spoke in favor of the policy.
- Ken Pearce clarified that we do have precedent about appointed seats (e.g. Part B representative from Sacramento)
- Jack Bowman brought up the possibility of the government co-chair not having a vote. Then we don't have to have them approved by mayor, and we don't have to come up with committee voting policy.
 - CS Molnar asked if CDC guidance specifies specify voting government co-chair.
 - Jose Luis pointed out that the CDC guidance doesn't talk about any voting rights for any council member including Co-Chairs.
 - CS Molnar pointed out that in some ways that's a compromise between Care and Prevention.
 - CS Molnar gave a summary of the history behind non-voting government seats on the Care Council.
 - Jack Bowman expressed that he doesn't think it takes away from the partnership between government and community members.
 - CS Molnar suggested we keep it equitable. If the group decides to have one government rep vote, all should vote, and vice versa.
- Co-Chair Supanich suggested staff from CHEP, HHS, and Councils work on this.
- The work group agreed to table this discussion.

8. Discussion of issues- VOTE

- Size
 - Yvette gave the results of the last straw poll and asked group to discuss their reservations.
 - Size: Less than 40 upon attrition (got a majority approval in straw poll)
 - Jack Bowman asked how we got the number 40.
 - CS Molnar did analysis, 37 seats filled taking into account 33%.
 - T.J. Lee suggested we split the difference at 31.
 - The work group discussed the pros and cons of a 40-person council.
 - Eric Sutter noted that he's never been to a council meeting with full attendance.
 - David Gonzalez moved that 40 is the maximum number upon attrition. Charles Siron seconded.
 - **VOTE – none opposed, motion passes. See attached: column [1] for vote breakdown.**
- Meeting Frequency & Duration
 - Jack Bowman noted that Prevention did a straw poll about this last meeting. People are on board with monthly meetings. Biggest questions were around time of day.
 - CS Cone suggested Doodle to accommodate the greatest number of people from both Councils.
 - T.J. Lee expressed that he doesn't think we could shorten the meeting and complete our work.

- Jack Bowman pointed out that Prevention meetings are currently 3 hours so it's not a change.
- Charles moved that the combined council will have regular monthly meeting for 3 hours then doodle for time and date. Jack seconded.
 - VOTE – none opposed, motion passes. See attached: column [2] for vote breakdown.
- Michael Discepola requested we stick to the general time of day and no Fridays. Doodle will be for Monday- Thursday between 3 and 7:30.
- **Voting in Committees & Work Groups**
 - Yvette framed the conversation by giving an overview of the voting structures of each Council.
 - Care Council- any council member can vote in any committee, regardless of home committee. Caveats: 1) motions must be moved or seconded by a home committee member, 2) work groups determined their own voting structure.
 - Prevention Council- only members of that work group can vote at that meeting.
 - Charles Siron spoke in favor of more permissive voting structure.
 - Eric Sutter spoke in favor of the Care Council's policy, saying that it invites greater participation from more council members.
 - Jack Bowman & Michael Discepola expressed concerns around voting members not keeping up with context of work of group then coming in uninformed and voting en masse.
 - CS Molnar spoke to the controls in place for voting en masse, and pointed out that if council members are coming to a meeting and having a problem, they're just going to vote it down at Full Council. The more permissive policy enfranchises council members.
 - CS Molnar also spoke to the frustration he had heard from some members of Prevention with going to Exec and not being able to vote and having something put forward.
 - Co-Chair Supanich requested we put this topic in together with Committee Structure for discussion.
 - Yvette conducted a straw poll around the topic "everyone can vote in any committee". 5 strongly support, zero do not support. Some have reservations.

9. Merged Council Name- Discussion

- Yvette led a brainstorming session involving key words for the merged council.
- Will be brought back for further discussion next meeting.

10. Change in Language Recommendations to Council Bylaws- VOTE

- CS Cone walked through recommendations from Council Staff regarding non-substantive language changes to the bylaws.
- #1 – Council purpose
 - Bill Ledford moved to approve section 1. David Gonzalez seconded.
 - VOTE – none opposed, motion passes. See attached: column [3] for vote breakdown.
- #2 – Application, Selection, and Appointment of Members
 - Jack Bowman moved to approve. Eric Sutter seconded.
 - VOTE – none opposed, motion passes. See attached: column [4] for vote breakdown.
- #3 – Termination and Resignation
 - Eric Sutter moved to approve. Jack Bowman seconded.

☐ VOTE – none opposed, motion passes. See attached: column [5] for vote breakdown.

- #4 – Conflict of Interest

- ☐ Bill Ledford moved to approve, David Gonzalez seconded.

- ☐ VOTE – none opposed, motion passes. See attached: column [6] for vote breakdown.

- #5 – Representation and Composition of Council

- ☐ CS Cone will add language “With or at risk for HIV”.

- ☐ Jack Bowman moved to approve, Charles Siron seconded.

- ☐ VOTE – none opposed motion passes. See attached: column [7] for vote breakdown.

11. **Appreciations and Evaluation**

- The group did an appreciations exercise.

12. **Adjournment**

- The meeting was adjourned at 5:57 by Co-Chair Supanich.

Date: December 17, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Wade Flores/ Bill Ledford (CCA)	P/P	Y	Y	Y	Y	Y	Y	Y	
Ron Hernandez Michael Smithwick Rachel Lozada	E/P/A	-	-	-	—	—	—	—	—
T.J Lee/ Charles Siron (Membership)	P/P	Y	Y	Y	Y	Y	Y	Y	
Ken Pearce/ Cicily Emerson	P/A	-	-	-	-	-	Y	Y	
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
David Gonzalez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Jack Bowman (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	
Paul Harkin (At-Large)	A	-	-	-	-	-	-	-	
Aja Monet (At-Large)	P	-	-	-	-	-	-	-	
Laura Thomas (At-Large)	A	-	-	-	-	-	-	-	
Michael Discepola (At-Large)	P	-	-	-	-	-	-	-	
Ayes		11	11	10	10	10	10	10	
Nayes									
Abstain									
Recusal									
Total		11	11	10	10	10	10	10	

Hi everyone,

Friendly reminder that the next Joint Leadership Work Group will be next **Thursday, January 28th** from 4-6 pm at the San Francisco AIDS Foundation, 1035 Market St. 3rd Floor Swing Space.

Thanks,

Ali

4
1/26
ie
Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

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SFHIV JOINT LEADERSHIP WORKGROUP MEETING AGENDA
DRAFT AGENDA FOR JAN 28, 2016

TIME	AGENDA ITEM	WHO
4:00 – 4:05	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE	Andrew & Chip
4:05 – 4:10	APPROVAL OF THE DECEMBER MINUTES – VOTE	Andrew & Chip
4:10 – 4:15	PUBLIC COMMENT	Andrew & Chip
4:15 – 4:20	2016 SCHEDULE OF MEETINGS	Y's Change
4:20 – 4:30	REVIEW OF DECEMBER EVALUATION RESULTS Invitation to debrief and share meeting experiences and recommendations for future meeting process.	Y's Change Andrew & Chip
4:30 – 4:50	NAMING PROCESS CONTINUED – POSSIBLE VOTE <i>Desired Outcome:</i> Develop a list of merged council names for Joint Full Councils to buy-in to and vote on.	Prevention Council Staff Y's Change Andrew & Chip
4:50 – 5:05	MERGED COUNCIL STAFFING ANNOUNCEMENT <i>Desired Outcome:</i> Joint Leadership Workgroup participants understand DPH decision on how merged council will be staffed.	DPH Staff
5:05 – 5:45	DISCUSSION OF ISSUES – VOTE <i>Desired Outcome:</i> Create joint recommendations/motions on the following issues: - Governmental Co-Chair JD - Continued - Committee/Workgroup Structure - Voting in Committees and Workgroups <i>Desired Outcomes</i> - Approve DPH recommendation regarding Government Co-Chair structure. - Approval of joint motion on the Merged Council committee and workgroup structure. - Approval of joint motion on the voting process in the Merged Council committees and workgroups.	Y's Change Andrew & Chip DPH Staff Councils Staff
5:45 – 5:55	CHANGE IN LANGUAGE RECOMMENDATIONS TO COUNCIL BYLAWS – VOTE <i>Desired Outcome:</i> Approval of joint motion to change bylaws that is consistent with a merged council's funding mandates per staff recommendations.	Care/Prevention Council Staff
5:55 – 6:00	CLOSING & EVALUATION	Y's Change

2016 SFHIV MEETINGS

Joint Leadership Workgroup

4th Thursday of the month from 4 – 6 PM

January 28

February 25

March 24

April 28

May 26

Joint Full Councils

March — Will assess if meeting is needed in February

May 23, 4:30 – 7:30 PM

Merged Council

Meetings to be determined via doodle

List of Keywords in Merged Council Naming Exercise

(Brainstormed on December 8, 2015)

- HIV
- Services
- Council
- Unified
- SF EMA
- Community
- Health
- Planning
- Prevention
- Care

HIV Prevention Planning Council and HIV Health Service Planning Council



JOINT LEADERSHIP WORK GROUP

Thursday, January 28th 2016
San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-6:00 pm

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Work Group Members Present: Richard Bargetto, Jack Bowman, Michael Discepola, David Gonzalez, Paul Harkin, Andrew Lopez (Co-Chair), Eileen Loughran, Aja Monet, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

Work Group Members Absent: Cicily Emerson [A], Bill Ledford [A], T.J Lee [E], Rachel Lozada [A], Wade Flores [E], Ron Hernandez [E], Laura Thomas [A]

Others Present: Chuck Adams, Elaine Flores, Dean Goodwin, Kevin Hutchcroft, Yvette Leung, Matthew Miller, Michael Scarce

HHSPC Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

HPPC Support Staff Present: Jose Luis Guzman

Draft Minutes

1. Introductions

The meeting was called to order at 4:12 pm by Co-Chair Lopez. Everyone introduced themselves and quorum was established.

2. Review/Approve January 28th 2016 DRAFT Agenda – VOTE

The January 28th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve December 17th 2015 Draft Minutes- VOTE

The December 17th 2015 DRAFT Minutes was reviewed, and approved by consensus.

4. Public Comment

- Michael Scarce introduced himself and congratulated the group on its progress. He also expressed concern that information is being withheld from the group or misrepresented (e.g. conflict of interest code, which he said was updated and not shared with the Council). He will contact members of this group individually and encourages council members to contact him at scarce@mac.com.

5. Announcements

- None.

6. 2016 Schedule of Meetings

- Yvette Leung reported on meeting times:
 - The Joint Leadership Meetings are on the 4th Thursday of the month from 4-6 pm.
 - We are scheduled for a Joint Full Council on May 23rd. We will assess if an additional meeting in March is necessary in February.

- Starting in June we will determine merged meeting dates. Days and times will be determined in a Doodle Poll.

7. Review of December Evaluation Results

- Recommendations for future meeting processes were discussed.
- Yvette Leung reported that Y Change compiled evaluation results from the last Joint Leadership meeting. There were a couple of words that stood out in the past meetings evaluations that she invited council members to comment on.
 - CM Bowman noted that he was surprised by some of the comments. It would be great to move forward and know that everyone feels our meetings are respectful and productive.
 - CM Supanich noted that if you are having an issue with Co-Chair Lopez or himself, to please direct comments to us directly. He requested that CS Cone send out a roster and to add Yvette Leung so people can contact us directly if they have concerns.
 - Co-Chair Lopez noted that feedback on how to better facilitate and structure the meeting is welcome. Encourages for people to reach out to staff or Yvette if that feels more comfortable for people.

8. Naming Process Continued- VOTE

- A list of merged council names were developed at the last meeting and were discussed.
 - CS Guzman noted that we need to get buy in from the new merged council in regards to the council name in order to foster community.
 - Co-Chair Lopez noted that we should have the larger council work on the name together.
 - The group created a list of potential names.
 - Co-Chair Lopez noted that the naming process will get tabled to the next joint meeting in March or May.

9. Merged Council Staffing Announcement

- The DPH decision on how the merged council will be staffed was discussed.
- Dean Goodwin reported that they are in the process, once details are finalized it will be brought back to the group. The contract will continue with Shanti who is providing services for the HIV Planning Council.
- CM Loughran noted that the Prevention Council does not have the capacity to support staff for a council that meets on a monthly basis. We are all in agreement of things moving forward with the contract.
 - CM Pearce inquired about the funds that are spent to support the council. He assumes that funds will be shared between CARE Council and Prevention Council.
 - Dean Goodwin noted that it has been put out to bid to have a council support staff. Overview and costs has not been determined or decided at this time but we will get back to you when Part A funds can break down admin costs in June.
- CM Monet inquired that when the merge occurs if there will still be two different pots of money.
 - Dean Goodwin responded that it is possible because there will still be two separate sections of DPH that get two separate funding sources. In the past we have joined resources and helped to support each other.

- CM Pearce noted that he thought that the merge would subsidize one council. This would be beneficial to Prevention but not for CARE. He would like to hear about transparency of how that is working.
 - CS Molnar noted that there has been discussion of using Prevention funding for council staff support.
- Co-Chair Lopez noted that we will add this to conversation to a later meeting date once more decisions have been made.

10. Discussion of Issues- VOTE

- CM Loughran noted that at the last meeting, feedback was given on the draft job description for the governmental co-chair. DPH has updated the description to incorporate the feedback. The positions are someone from HHS and someone from CHEP sharing one vote.
 - Dean Goodwin noted that this goes to the P&P work group after the meeting and they will bring it back as the next step.
- Dean Goodwin reviewed the Job Description Handout:
 - The group discussed item 6, which does not specify which Committee the joint seats would attend.
 - Dean Goodwin will bring this issue to the P&P work group.
 - CM Discepolo feels that a DPH representative should be at every meeting but they don't have to be a co-chair.
 - Dean Goodwin agrees, we need to clarify whether government co-chairs would have the responsibility of attending Steering and an additional committee. We would provide DPH staff at committees where co-chairs are not attending.
- The Committee/Workgroup Structure was discussed:
- The group reviewed examples of other merged councils (L.A. County, Kansas Chicago, Shanti Survey).
 - Co-Chair Lopez inquired about a breakdown of current processes for both councils
 - The group discussed the CARE Council's committee structure.
 - The group reviewed the difference between committees and work groups.
 - CM Pearce noted that if we are looking at 40 members, we might have issues with quorum if there are too many committees.
 - CM Bowman noted that he values both structures. He likes the idea of one set committee to govern the Council and creating workgroups around topics that are salient for a specific time period. Would like to create a list of the CARE Council's set committees.
 - CS Cone noted that this is the current structure of the CARE Council. We can make a list of what needs to be accomplished among each group and the functions each committee serves. We can combine a list of tasks with Prevention.
 - CS Molnar noted that standing committees in the CARE council are (presentation review, community engagement and membership).
 - CM Pearce suggests trying the transition framework to start.
 - CS Guzman noted that the Exhibit B framework is in line with the merged council and the joint plan.

- CM Bowman noted that Prevention and CARE do very similar work. Having them be separated supports a feeling that we are not merged. Exhibit A does not support the merged council.
- CS Cone offered that staff from both sides could come up with functions of each committee and workgroup and come back with the list next month.
- Co-Chair Lopez noted that Prevention only has Executive as a standing committees and then ad-hoc groups when needed. We can finish this discussion at the next meeting.

Public Comment:

- Michael Scarce commented that he felt he was denied Public Comment. He also offered to provide the committee with resources, specifically from lessons learned from the L.A. merged council. He also requested a fact checker for this group, as well as a P&P manual at each meeting.

11. Change in Language Recommendations to Council Bylaws-VOTE

- CS Cone walked through recommendations from Council Staff regarding non-substantive language changes to the bylaws.
 - 1. Meetings- State & Local Ordinances: The Council shall abide by the state and local ordinances pertaining to meeting procedures, including the Sunshine Ordinance and the Brown Act, and where these bylaws conflict with such ordinances, the ordinances shall supersede these bylaws.
 - **Co-Char Supanich moves to approve the suggested language changes to By-law #1**
 - **CM Gonzales seconds the motion.**
 - **VOTE: Motion passes. See attached: row [1] for vote breakdown.**
- Public Comment:
 - Michael Scarce commented that the Sunshine Ordinance incorporates the Brown Act and the CA Public Records Act, and encouraged the Council to look at all relevant codes/ordinances/policies.
 - 2. Meetings- Meeting Announcements: Written notice of the time and place of every regularly and special meeting of the Council shall be disseminated to council members and made publicly available at least seventy-two (72) hours in advance of the meeting. Any changes in the location or schedule of meetings shall be publicly announced at least twenty-four (24) hours before the scheduled time of the meeting.
 - **CM Siron moves to approve the suggested language changes to By-law #2**
 - **CM Smithwick seconds the motion**
 - **VOTE: Motion passes. See attached: row [2] for vote breakdown.**
- Public Comment:
 - Michael Scarce commented that the CARE Council has the full-text of the Sunshine Ordinance in its policy procedure manual as appendices.
 - 3. Meetings- Open Meetings: All Council meetings shall be open to the public. Meetings will be tape recorded, with recordings available to Council members and

the public for their review. Meeting recordings will be held for a minimum of three months. Written minutes will be made available prior to the following meeting and will be a public document.

- **Co-Chair Supanich moves to approve the suggested language changes to By-law #3**
- **CM Sutter seconds the motion.**
- **VOTE: Motion passes. See attached: row [3] for vote breakdown.**
- **Public Comment:**
 - Michael Scarce commented that recordings not allowed to be destroyed, and are supposed to be on the city's website as well.
 - **4. Grievance Procedures:** In the event of a grievance, the Council shall refer the involved parties to the grievance procedure set forward in the Council's Policy & Procedure manual. It shall be the policy of the Council to attempt to resolve grievances through informal dispute mechanisms.
 - **Co-Chair Supanich moves to approve the suggested language changes to By-law #4.**
 - **CM Siron seconds the motion.**
 - **VOTE: Motion passes. See attached: row [4] for vote breakdown.**
 - **Public Comment:**
 - Michael Scare inquired if details of policy will be discussed further later.
 - Co-Chair Supanich responded that the final details will be discussed in the P&P Work Group.
 - **5. Amendments:** These Bylaws may be amended by the Council at any regular meeting by a majority (two-thirds) vote, following thirty (30) days public notice of any proposed changes. Amendments adopted by the Council shall be implemented by or at the next regularly scheduled meeting of the full Council.
 - Co-Chair Supanich inquired if once the bylaws are voted on if the changes are immediate.
 - CS Cone clarified that it has to be by or at the next meeting.
 - **CM Bowman moves to approve the suggested language changes to By-law #5.**
 - **CM Siron seconds the motion.**
 - **VOTE: Motion passes. See attached: row [5] for vote breakdown.**
 - **6. Personal Liability:** Council members shall not be personally liable for any debt, liability, or obligation of the Council. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Council may look only to the funds and property of the Council for payments of any such contract or claim, or for payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Council.
 - Co-Chair Lopez inquired if Council Staff can explain in further detail.
 - CS Cone explained that not one council member will be held liable for a decision made by the Council.
 - CM Smithwick inquired if the council has something similar to directors and officers insurance.

- Dean Goodwin noted that council members are not a board of directors, this is a decision making body. Individuals won't be personally responsible for a decision made.
- CM Smithwick inquired if the City attorney can look at the situation to make sure members are protected under the bylaws.
 - Dean Goodwin noted that he will look into that.
- **Co-Chair Supanich moves to table the motion.**
- **CM Siron seconded motion to table.**
- **VOTE: Motion passes. See column [6] for vote breakdown.**
- ☐ Public Comment:
 - Michael Scarce encouraged council members to know their rights as mayoral appointees.

12. Closing & Evaluation

13. Adjournment

- The meeting was adjourned at 6:06 by Co-Chair Lopez.

Date: January 28, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Wade Flores/ Bill Ledford (CCA)	E/A	-	-	-	-	-	-		
Ron Hernandez									
Michael Smithwick	E/P/A	Y	Y	Y	Y	Y	Y		
Rachel Lozada									
T.J Lee/ Charles Siron (Membership)	E/P	Y	Y	Y	Y	Y	Y		
Ken Pearce/ Cicily Emerson	P/A	Y	Y	Y	Y	Y	Y		
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y		

David Gonzalez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Jack Bowman (At-Large)	P	Y	Y	Y	Y	Y	Y		
Paul Harkin (At-Large)	P	Y	Y	Y	Y	Y	Y		
Aja Monet (At-Large)	P	Y	-	-	-	-	-		
Laura Thomas (At-Large)	A	Y	-	-	-	-	-		
Michael Discepolo (At-Large)	A	Y	Y	Y	Y	Y	Y		
Ayes		12	12	12	12	12	12		
Nayes									
Abstain									
Recusal									
Total		11	11	10	10	10	10	10	

**SFHIV JOINT LEADERSHIP WORKGROUP MEETING AGENDA
DRAFT AGENDA FOR FEB 25**

TIME	AGENDA ITEM	WHO
4:00 – 4:05	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE	Andrew & Chip
4:05 – 4:10	APPROVAL OF THE MINUTES	Andrew & Chip
4:10 – 4:15	PUBLIC COMMENT	Andrew & Chip
4:15 – 4:25	UPDATES - SFDPH Staff - Councils Staff - Public Comment Process for Joint Leadership Workgroup	Andrew & Chip
4:25 – 4:45	MARCH JOINT FULL COUNCILS MEETING & DRAFT AGENDA – VOTE March 10, 3:30 – 5:30 PM Public Comment	Andrew & Chip Y's Change
4:45 – 5:05	MERGED COUNCIL APPLICATION, TIMING & PROCESS – VOTE Public Comment	Jose-Luis
5:05 – 5:25	POLICIES & PROCEDURES GROUP – VOTE Public Comment	Councils Staff
5:25 – 5:55	DISCUSSION OF ISSUES – VOTE Create joint recommendations/motions on the following issues: Committee & Workgroup Structure Desired Outcomes: <i>Recommended List of Standing Committees & 2016 Adhoc Workgroups for Merged Council</i> <i>Recommended Structure for Merged Council</i> - Councils Staff present analysis & recommend functions of existing committees and workgroups. - Discussion Public Comment	Andrew & Chip Y's Change
5:55 – 6:00	CLOSING & EVALUATION	Y's Change

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HIV Prevention Planning Council and HIV Health Service Planning Council



JOINT LEADERSHIP WORK GROUP

Thursday, February 25, 2016

San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-6:00 pm

Work Group Members Present: Jack Bowman, Michael Discepola, Wade Flores, David Gonzalez, Paul Harkin, Ron Hernandez, Bill Ledford, T.J. Lee, Eileen Loughran, Ken Pearce, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

Work Group Members Absent: Cicily Emerson [A], Andrew Lopez (Co-Chair) [E], Rachel Lozada [A], Aja Monet [A], Charles Siron [E], Laura Thomas [A]

Others Present: Chuck Adams, Elaine Flores, Yvette Leung

HHSPC Support Staff Present: Dave Jordan, Mark Molnar, Liz Stumm

HPPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Draft Minutes

1. **Introductions**

The meeting was called to order at 4:06 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. **Review/Approve February 25th 2016 DRAFT Agenda – VOTE**

The February 25th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. **Review/Approve January 28th 2016 Draft Minutes- VOTE**

The January 28th 2016 DRAFT Minutes was reviewed, and approved by consensus.

4. **Public Comment**

- None.

5. **Announcements**

- None.

6. **SFDPH Staff Update**

- CM Loughran reported:
- DPH received notification from the CDC that our current funding cycle is being extended. A new Funding Opportunity Announcement will come out in 2017. A guidance will come out as well, that combines HIV prevention and surveillance. SF works closely with the surveillance department so it will not have much of an impact on our district.
- We are working on placing a syringe disposal box at Eureka Valley Library. We are planning on scheduling a community meeting and will keep the Council updated with the time and date.

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7. Council Staff Update

- CS Molnar reported that the Care Council voted and approved to have a joint full council meeting on March 10th, 2016 from 3:00-6:00 pm.

8. Public Comment Process for Joint Leadership Work Group

- Co-Chair Supanich discussed the public comment process. Public comment will come after discussion and a motion has been made. The group will then vote after public comment.

9. March Joint Full Council Meeting and DRAFT Agenda Review- VOTE

- Yvette Leung reviewed the agendas for the March and May joint full council meetings.
- A government co-chair seat was addressed, the details will be discussed at the P&P work group (seat shared by CHEP and HHS staff).
- The membership application process in regards to mayoral approval was discussed.
- The group discussed moving the bylaw vote/discussion to the May joint full council meeting.
- An Integrated Plan Work Group update was suggested to be added to the agenda. The IPWG will have a retreat on April 29th and can give a report in June. Co-Chair Supanich can present on the update.
- CM Lee requested that the bylaws be sent out 2 weeks before the May meeting for the Councils to review.
- The group discussed moving the naming activity to the May meeting
 - CM Loughran suggested distributing a Survey Monkey to get an idea about the name from the larger group. We would be including everyone in the naming process and this will make it a smoother process and vote in May.
 - The group decided that council staff will send out a survey to the joint full council.
- **MOTION: CM Bowman moved to have the overview and voting of bylaws and policies, and the naming activity be put on the May joint full Council meeting agenda.**
- **CM Sutter seconded the motion.**
- The group decided to amend the motion to include that the naming activity be kept on the March and May joint full council agendas.
- **AMMENDED MOTION: To move the overview and voting of bylaws and policies to the May joint full Council meeting agenda. The naming activity will be on the March and May joint full Council agendas.**
- **VOTE: Motion Passes. See column [1] for vote breakdown.**

10. Merged Council Application, Timing and Process- VOTE

- CS Guzman reported on the Membership Application. CS Guzman combined the Prevention and Care Council's membership applications.
- The group suggested the following changes:
 - To have 3 references with the option of including a letter of support.
 - Having a separate gender and sex question.
 - Having a box stating N/A next to year of HIV diagnosis.
 - Change "Consumer Status" to "Unaffiliated Consumer"
 - Having one box stating: - "I am an HIV positive consumer of Ryan White funded services who is not a member or employee of an HIV service agency"
 - As a HIV community stakeholder: include intravenous drug use and drug use.
 - The job description will have both Prevention and Care's current descriptions.
- **MOTION: CM Ledford moved to approve the application as amended by the group.**

- **CM Bowman seconds the motion.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

11. Policies and Procedures Group

- CS Molnar reviewed the Policies and Procedures Work Group.
- The P&P Work Group voted:
 - To have 25% PLWH attendance to meet quorum only required at full council meetings.
 - Voting will be restricted to membership.
 - Quorum will not be broken if council members leave a meeting.
- Care Council members expressed concern about the 25% PLWH vote and lack of Care Council representation at the P&P Work Group.
- The membership of the P&P Work Group will be established at the next meeting on March 3rd. Council members are encouraged to attend the meeting. The PLWH policy can still be amended and voted on.

11. Discussion of Issues- VOTE

- The group created joint recommendations and motions on Committee and Workgroup structures.
- CS Molnar reported on the current structures of the HHSPC and HPPC committees. The goal is to develop a recommended list of standing committees and ad-hoc groups for 2016.
- Current Standing Committees in HHSPC and HPPC:
 - Consumer & Community Affairs, Membership, Government & Provider Affairs, Steering/Executive
 - Work Groups of HHSPC and HPPC:
 - Integrated Plan, Policy and Procedures
 - Work Groups of HHSPC:
 - PLWH Advocacy, Needs Assessments, Ad hoc
 - Work Groups of HPPC:
 - Community Engagement, Ad hoc
- The group discussed merging the Government and Provider Affairs Committee with the Steering/Executive Committee.
 - Members of GPA feel that the presentation review often takes up the 2 hour meeting time and is necessary for the Council to function.
- The group discussed having work groups be considered "home" committees instead of additional commitments.
- **MOTION:** The standing committees for the merged Council will be as standing: Executive/Steering Committee, Consumer and Community Affairs, Membership and Government and Provider Affairs. The 2016 Work Groups will be PLWH Advocacy Group, Policies and Procedures Work Group and the Integrated Plan Work Group. Committees and Work Groups will both be considered options as Council member's "home" committee.
- **CM Bowman seconds the motion.**
- The group discussed that the P&P Work Group can establish membership requirements and DPH representatives.
- The Committee's and Work Groups can establish if they want to change their names at a later time.

- The group noted that standards of care and provider issues can be moved to GPA if needed.
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

13. Adjournment

- The meeting was adjourned at 6:02 by Co-Chair Supanich.

Date: February 25, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y					
Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
Eric Sutter (Council Co-Chair)	P	Y	Y	Y					
Wade Flores/ Bill Ledford (CCA)	P/P	Y	Y	Y					
Ron Hernandez	P	Y	Y	Y					
Michael Smithwick	P	Y	Y	Y					
T.J Lee/ Charles Siron (Membership)	P/E	Y	Y	-					
Ken Pearce/ Cicily Emerson	P/A	Y	Y	Y					
Andrew Lopez (Community Co-Chair)	E	-	-	-					
David Gonzalez (Community Co-Chair)	P	Y	Y	Y					
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y					
Jack Bowman (At-Large)	P	Y	Y	Y					
Paul Harkin (At-Large)	P	Y	Y	Y					
Aja Monet (At-Large)	A	-	-	-					
Laura Thomas (At-Large)	A	-	-	-					
Michael Discepola (At-Large)	P	Y	Y	Y					

Ayes		13	13	12					
Nays									
Abstain									
Recusal									
Total		13	13	12					

AGENDA FOR JOINT LEADERSHIP WORKGROUP

March 24, 2016, 4 – 6 PM

TIME	AGENDA ITEM
4:00 – 4:05	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE
4:05 – 4:10	APPROVAL OF THE MINUTES – VOTE
4:10 – 4:15	PUBLIC COMMENT
4:15 – 4:45	DEBRIEF & UPDATES - Debrief March 10 Joint Full Councils Meeting - Debrief. Analyze. Celebrate. - Review March – June Schedule - Councils Staff Update - SFDPH Update - Bylaws – Personal Liability – VOTE - SFDPH Update from City Attorney - Public Comment 03-21-16P02:50 RCV0 GOVERNMENT DOCUMENTS DEPT. MAR 21 2016 SAN FRANCISCO PUBLIC LIBRARY
4:45 – 5:15	APPLICATION – VOTE - Present updated & final application & reminder of April 10 due date - Approve Council Member JD - VOTE - Discuss & approve one-time process for 2016 applications including appointed seats - VOTE - Recommend for P&Ps Workgroup - Ongoing policy for application process for appointed seats - Future application process questions Public Comment
5:15 – 5:40	POLICIES & PROCEDURES WORKGROUP – POSSIBLE VOTE - Debrief Workgroup Meetings - Discuss progression of motions from P&Ps Workgroup before May (and if time permits, after June) - Identify “hot” items from P&Ps that need to come to Joint Leadership for consensus prior to Joint Full Councils. - Approve P&P Co-Chairs – VOTE Public Comment
5:40 – 5:55	DISCUSSION OF ISSUES – POSSIBLE VOTE <i>Desired Outcome:</i> With the ultimate goal to create joint motions that align team and community-building principles with Merged Council operating guidelines: - Learn about the individual councils’ cultures and ways of handling disagreement - Discuss principles & aspirations for how the Merged Council will operate - Explore when consensus is important or when votes should be differed - Learn about similarities & differences between Roberts Rules & Parliamentary Procedure Public Comment
5:55 – 6:00	CLOSING & EVALUATION

DRAFT SCHEDULE

	MAR	APR	MAY	JUN & BEYOND
BYLAWS	Update from City Attorney – Personal Liability Bylaw	30 day notice of all bylaws (All bylaws have already been voted on at Joint Leadership Workgroup)	- Approve bylaws of SFEMA HIV Community Planning Council - Dissolve bylaws of individual councils	
APPLICATION	- Update – Application Process & Final Application Format - Vote – Council Member JD (from P&Ps Workgroup) - Vote – Discuss & approve one-time process for 2016 applications including appointed seats	Members to fill out application & turn in		Mayoral Appointment
P&PS	- Vote –Council Member JD - Vote – New Co-Chairs		Approve all relevant P&Ps prior to merge	Approve P&Ps after merge
REMAINING ISSUES	- Determine progression of motions coming from P&Ps prior to May and beyond June - Define operating principles for Merged Council even when you disagree	- Parliamentary Procedure v. Roberts Rules - Onboarding	Present joint motions to Joint Full Councils	

HIV Prevention Planning Council and HIV Health Service Planning Council



JOINT LEADERSHIP WORK GROUP

Thursday, March 24, 2016

San Francisco AIDS Foundation

1035 Market Street, Swing Space

4:00-6:00 pm

Work Group Members Present: Chuck Adams, Elaine Flores, Paul Harkin, Ron Hernandez, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

Work Group Members Absent: Jack Bowman [A], Michael Discepola [A], Cicily Emerson [A], Wade Flores [E], David Gonzalez [A], Bill Ledford [E], T.J. Lee [E], Rachel Lozada [A], Aja Monet [A], Laura Thomas [A]

Others Present: Dean Goodwin, Ken Hornby, Kevin Hutchcroft, Yvette Leung

HHSPC Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

HPPC Support Staff Present: Oscar Macias

Draft Minutes

1. Introductions

The meeting was called to order at 4:14 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve March 24th 2016 DRAFT Agenda – VOTE

The March 24th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve February 25th 2016 Draft Minutes- VOTE

The February 25th 2016 DRAFT Minutes was reviewed, and approved by consensus.

4. Public Comment

- None.

5. Announcements

- CM Smithwick noted that this is his last meeting as a council member.

6. Debrief of March 10th Full Council Meeting:

- CS Jordan reported on the Full Council Meeting evaluations.
- Council members were pleased that the naming activity was able to be accomplished at the meeting. There was some concern that there was not enough representation from both Prevention and Care to make this decision.
- There were comments made around sound quality of the room, lack of attendance and facilitation organization.
- Some council members made comments that they were unsatisfied with the whole meeting. The Co-Chairs would like for council member's to reach out individually to improve the process for them.

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7. SFDPH Staff Update

- CM Loughran reported:
- A syringe disposal box has been placed at the Eureka Valley Library.
- The US Conference on AIDS is currently accepting abstracts that is due on April 8th. It might be worth looking at creating something about the merged Council that we can share nationally. The conference will be held in Hollywood, Florida in September.
- Dean Goodwin reported:
- HHS received Part B funding for the amount we asked for (340,000) starting April 1st for this fiscal year.
-

8. Council Staff Update

- CS Molnar reported that the membership application is available and due on April 10th. A fillable PDF will be sent out.
- Council members do not need to provide references or a letter of support.
- Council staff will re-send the Survey Monkey for the Full Council meeting time and date.

9. Personal Liability- VOTE

- **MOTION:** Council members shall not be personally liable for any debt, liability, or obligation of the Council. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Council may look only to the funds and property of the Council for payments of any debt, damages, judgement or decree, or of any money that may otherwise become due or payable to them from the Council.
- Dean Goodwin noted that CHEP and HHS discussed council member's personal liability with the Community Director of Health and she affirmed that council members do not have direct personal liability. Contracts are done through the RFP process.
- **VOTE:** Motion Passes. See column [1] for a vote breakdown.

10. Application- VOTE

- The group reviewed the council member job description of both HPPC and HHSPC.
- Council staff consolidated the mandated responsibilities, additional responsibilities, qualifications, eligibility and term length of both councils.
- **MOTION:** To approve the council member job description as written.
- CM Pearce moves to approve the motion.
- Co-Chair Supanich seconds the motion.
- **VOTE:** Motion Passes. See column [2] for a vote breakdown.
-
- The group discussed appointed seats regarding the membership application.
- CS Molnar noted that there was questions/concerns about appointed seats filling out a membership application. It is Council staff's opinion that appointed seats need to fill out demographic information. It may look odd if certain applications are only filled out partially.
- CM Loughran noted that the State representative has a partial application and would like to know more about that. She expressed that it feels strange to have to fill out an application when her council membership is required by her job.
- CS Cone noted that the State representative will now fill out an entire application because she would be a voting member.
- An edit was made to the application on Pg. 3: it should state "below" instead of "above".

- The group discussed that mandated seats would not be required to fill out experience and relevant work because it is redundant (Pg. 7-8).
- **MOTION: CM Pearce moved that for the first go around everyone both appointed and non-appointed seats will fill out the application up until page 6 including the signature on page 8. After the Council is in full swing we will address the issue of if appointed seats need to fill out pages (7-8) in the future.**
- **CM Sutter seconds the motion.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**
- The group decided to move the conversation regarding the application process for appointed seat to the Policies and Procedures Work Group.

11. Policies and Procedures Group

- CS Molnar reviewed the Policies and Procedures Work Group.
- The P&P Work Group voted/passed the following policies/procedures (Quorum, Proxy, Abstentions and Voting Majority/Super Majority)
- Co-Chair Lopez discussed the co-chair re-vote. A Council staff member from Prevention and Care were voted to be the new co-chairs of the work group.
- CM Siron noted that at the first P&P meeting there were more Prevention members than Care members present. There were Care Council members who were present who were unable to vote because they have not been approved by the mayor. In the past, if there is not enough representation, the co-chair vote would be tabled until the next meeting.
- CS Molnar reiterated that this does not happen normally. PLWH members could not make the initial meeting due to health issues.
- Dean Goodwin suggested reaching out to the former co-chairs to express how they are a valued and appreciated by the Council.
- Yvette Leung noted that this was an emotional vote for council members. She suggested discussing ways in which the group will handle disagreements.
- CS Molnar noted that he was proud of how people discussed the matter. People were supportive and no one was disrespectful. The Co-Chairs were replaced by staff, which made it less of a personal vote.
- Co-Chair Lopez discussed having a retreat, which would be a good opportunity to go over rules of engagement. How we want to be when we disagree.
- The group discussed where policies will go when motions are made (Steering, Joint Leadership and Full Council).
- Dean Goodwin suggested creating a policy to address how the Council handles a re-vote and adding motions to meeting agendas.
- CS Cone suggested bringing the policy of agenda setting to the next P&P meeting, which would be a blanket way to address the issue.
- **MOTION: Ali Cone and Jose-Luis Guzman as the Co-Chairs of the Policy and Procedures Work Group.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

12. Discussion of Issues

- The group discussed providing trainings on Robert's Rules (if that is what the Council votes to have) and Rules of respectful engagement.
- The possibility of having presentation from both councils on how they function now in regards to motions was discussed.

- The group discussed having a retreat before June.

13. Adjournment

- The meeting was adjourned at 6:00 by Co-Chair Supanich

Date: March 24, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y				
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y				
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y				
Wade Flores/ Bill Ledford (CCA) [Proxy: Linda Walubengo]	E/E	Y	Y	Y	N				
Ron Hernandez	P	Y	Y	Y	Y				
Michael Smithwick	P	Y	Y	Y	Y				
T.J Lee/ Charles Siron (Membership)	E/P	Y	Y	Y	Y				
Ken Pearce/ Cicily Emerson	P/A	Y	Y	Y	Y				
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	Y				
David Gonzalez (Community Co-Chair)	A	-	-	-	-				
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	A	Y				
Jack Bowman (At-Large)	A	-	-	-	-				
Paul Harkin (At-Large)	P	Y	Y	Y	-				
Aja Monet (At-Large)	A	-	-	-	-				
Laura Thomas (At-Large)	A	-	-	-	-				
Michael Discepolo (At-Large)	A	-	-	-	-				

Ayes		11	11	10	09				
Nayes					1				
Abstain				1					
Recusal									
Total		11	11	11	09				

SFHIV JOINT LEADERSHIP WORKGROUP MEETING AGENDA

DRAFT AGENDA FOR APR 28, 4 – 6 PM

TIME	AGENDA ITEM	WHO
4:00 – 4:03	WELCOME, ROLL CALL & APPROVAL OF AGENDA – VOTE	Chip & Andrew
4:03 – 4:06	APPROVAL OF THE MINUTES	Chip & Andrew
4:06 – 4:10	PUBLIC COMMENT	Chip & Andrew
4:10 – 4:20	UPDATES - Four Agreements - Merger Update - Doodle Update - Application Update - Council Staff Update - SFDPH Staff Update	Chip & Andrew Council Staff SFDPH Staff
4:20 – 5:25	P&Ps and BYLAWS – VOTE Action Needed: Discuss and approve bylaws developed by workgroup to present to Joint Full Councils for approval. - Voting & Majority - Quorum - Motions Action Needed: Clarify P&P previously approved at Joint Leadership regarding Committee Structure - Determine names of committees - Determine whether work groups can be considered home committees - Determine process for committee meeting dates and times Action Needed: Discuss and develop joint motions for Joint Full Councils approval on: - Committee Voting Structure - Staggering Terms of Co-Chairs	Jose-Luis & Ali Chip & Andrew
5:25 – 5:40	FINALIZE MAY 23 JOINT FULL COUNCILS MEETING AGENDA – VOTE Actions Needed: - Review & Approve Draft Agenda - Request motion from Joint Leadership Workgroup to dissolve individual councils at May Joint Full Councils Meeting	Y's Change Chip & Andrew
5:40 – 5:55	ONBOARDING DISCUSSION 1. Overview of Merged Council Mandated Activities - Service category prioritization and resource allocation, including carry forward dollars - Letter of Concurrence to the CDC - Integrated Plan 2. Onboarding Ideas: <u>Choose one or both.</u> - Series of Trainings to prepare for mandated activities at August Summit. Participants can choose the trainings they would like to participate. and/or - Day-long Retreat & Team-Building. All members participate in day-long retreat for team-building, training breakouts and design of new council culture.	Council Staff Chip & Andrew Y's Change
5:55 – 6:00	CLOSING & EVALUATION	Y's Change

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HIV Prevention Planning Council and HIV Health Service Planning Council
JOINT LEADERSHIP WORK GROUP
Thursday, April 28, 2016
San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-6:00 pm

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Work Group Members Present: Chuck Adams, Jack Bowman, Michael Discepolo, Elaine Flores, Wade Flores, David Gonzalez, Paul Harkin, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

Work Group Members Absent: Ron Hernandez [E: Proxy Chip Supanich], T.J. Lee [E], Aja Monet [A], Laura Thomas [A]

Others Present: Dean Goodwin, Yvette Leung

HHSPC Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

HPPC Support Staff Present: Oscar Macias

Draft Minutes

1. Introductions

The meeting was called to order at 4:05 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve April 28th 2016 DRAFT Agenda – VOTE

The April 28th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve March 24th 2016 Draft Minutes- VOTE

The March 24th 2016 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Announcements

- Co-Chair Supanich announced that our friend and Care Council member Bill Ledford has passed away. The group honored Bill with a moment of silence.

6. Four Agreements

- The group reviewed the Four Agreements (Be impeccable about your word, Don't make assumptions, Don't take anything personally, Always do your best).

7. Council Staff Update

- The Doodle poll indicated that the new meeting time and date will be the 4th Monday from 3:30-6:30 pm.
- Co-Chair Lopez would like a breakdown of Prevention and Care members who participated in the Doodle poll.

- The membership applications are ready to be turned into the Mayor's office, all appointments should be approved by June.

8. SFDPH Staff Update

- Dean Goodwin reported that SFDPH has hired a new staff person Joseph Cecere coming on board to replace Celinda's position. He will be starting sometime in May.

9. P&P Bylaws- VOTE

- The group discussed the bylaws developed by the P&P workgroup.

Quorum:

- The quorum policy requires 25% of the membership present must be PLWH at all Council meetings.
- **MOTION: To approve the quorum policy as written.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

Voting and Majority:

- The group discussed that a proxy is only used for people that are positive. Abstentions are based off of the Prevention policy.
- CM Bowman inquired about if someone has a long-term illness could they qualify for proxy.
- Council staff clarified that the Care Council has discussed this in the past. Council members wanted to restrict a proxy to just HIV positive members. The excused absence policy extends to all members.
- **MOTION: To approve the Voting and Majority policy as written.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

Motions:

- The policy is mostly instructional and adopts the democratic rules of order. This section was taken from the Prevention manual. The P&P workgroup thought this would also be helpful as a training manual for new members.
- **MOTION: To approve the Motions policy as written.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

Committee Names

- The group discussed the names of the new merged Council's Committees.
- The group reviewed the Steering/Executive Committee's functions of the Care and the Prevention Councils.
- The group decided that the name the Steering Committee explained the function of the group without being exclusive.
- **MOTION: CM Bowman moves that the standing leadership committee will be the Steering Committee.**
- **CM Discepolo seconds the motion.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**
- The group discussed the name for the Community committee. The Care Council name is Community and Consumer Affairs and the Prevention Council name is Community Engagement.

- CM Loughran noted that the CDC uses Community Engagement which would be beneficial from a funding perspective.
- **MOTION: CM Bowman moves to name the Community Committee the Community Engagement Committee.**
- **CM Siron seconds the motion.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**
- The group discussed the membership committee's functions.
- **MOTION: The group will call the membership committee the Membership Committee**
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**
- The group discussed the committee known as Government and Provider Affairs
- **MOTION: CM Pearce moves to name the Committee, Council Affairs.**
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**
- The group decided to keep the names of workgroups as is.
- The group discussed whether work groups can be considered "home" committees.
- PLWH Advocacy group will not be considered a workgroup but an ad-hoc group.
- The workgroup discussed the attendance of appointed seats. Some appointed seats feel that they cannot make a time commitment to make all required meetings due to their work schedule.
- Appointed seats attendance will be discussed at the Policy and Procedure Work Group.

Committee Meeting Dates and Times:

- The process for meeting dates and times was discussed.
- The group discussed meeting at the previously scheduled time and discuss if a new date and time is necessary.
- **MOTION: CM Discepolo moves to have the group decide when the first meetings are via a Doodle poll. At the first meeting the time and date will be decided by a vote.**
- **CM Siron seconds the motion.**
- Council staff will send a poll to determine Council member's home committees.
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**

Committee Voting Structure:

- The group discussed committee voting structures. Members of the group voiced concern of whether any Council member could vote at any meeting.
- Care Council members expressed that this policy has worked for their Council.
- Yvette Leung noted that if you have a contentious topic to choose to not vote on that topic today.
- Council staff clarified that motions go through all committees if it involves resource allocations.
- CS Molnar noted that the Care council established a middle ground to address the potential issues. A motion made by a non-committee member needs to be seconded by a committee member.
- **MOTION: CM Siron moves to have all attendees in each committee meeting have voting privileges.**

- CM Siron seconds the motion.
- VOTE: Motion Passes. See column [8] for a vote breakdown.

Staggering terms of Co-Chairs:

- The group discussed staggering the terms of Co-Chairs.
- MOTION: CM Siron moves to have (2) 1 year terms for Co-Chairs.
- CM Sutter seconds the motion.
- AMENDED MOTION: Co-Chair Supanich moves to amend the motion: To have (2) 1 year terms and (1) 2 year term for the Council's three Co-Chairs.
- CM Siron and CM Sutter agree to the amendment.
- VOTE: Motion Passes. See column [9] for a vote breakdown.

10. Finalize May 23rd Joint Full Council Meeting Agenda- VOTE

- The group reviewed the May 23rd Joint Full Council meeting agenda.
- The group discussed dissolving individual councils at the May Joint Full Council meeting.
- MOTION: CM Siron moves to approve the dissolving both Councils.
- CM Bowman seconds the motion.
- VOTE: Motion Passes. See column [10] for a vote breakdown.

11. Onboarding Discussion

- The group reviewed the merged Council's mandated activities.
 - Service category prioritization and resource allocation, including carry-forward dollars.
 - Letter of Concurrence to the CDC.
 - The Integrated Plan.
- The group discussed having a series of trainings to prepare for mandated activities at the August Summit or a day-long retreat of team building activities.
- The group discussed potentially having 15 minute trainings before or after the Full Council meetings. The series of trainings would encompass the mandated activities so everyone can be on the same page. Council members can pick and choose which training they feel they need.
- CM Sutter suggested having a member from Care and Prevention pair up to mentor each about each other's former Councils.
- CM Loughran noted that mentors can sit next to each other at Council meetings. This will also foster community building.
- The group discussed the possibility of creating a workgroup to discuss Council culture and values.
- The group discussed pulling out the HHS presentations at the June Full Council meeting and make it a separate training.
- The Care Council will cancel its May Steering Committee meeting which will be replaced by an additional Joint Leadership meeting to discuss the merged Council's schedule/agenda.
- The group discussed having another Joint Leadership Work Group meeting on May 26th from 4-6.

12. Adjournment

- The meeting was adjourned at 6:29 by Co-Chair Supanich.

Date: April 28, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Wade Flores (CCA)	E	Y	Y	Y	Y	A	Y	Y	A	A	A
Ron Hernandez [Proxy: Chip Supanich]	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
T.J Lee/ Charles Siron (Membership)	E/P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ken Pearce (GPA)	P	Y	Y	Y	Y	Y	Y	Y	A	A	Y
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	A	Y	Y	Y	Y	Y	Y
David Gonzalez (Community Co-Chair)	P	Y	Y	Y	A	Y	Y	A	-	Y	Y
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
Jack Bowman (At-Large)	A	-	Y	Y	Y	-	Y	-	Y	N	Y
Paul Harkin (At-Large)	A	-	Y	Y	Y	Y	Y	-	Y	-	-
Aja Monet (At-Large)	A	-	-	-	-	-	-	-	-	-	-
Laura Thomas (At-Large)	A	-	-	-	-	-	-	-	-	-	-
Michael Discepola (At-Large)	P	-	Y	Y	Y	Y	Y	-	Y	Y	-
Ayes		12	13	13	12	12	13	12	10	-	9
Nayes										2	
Abstain					1	1		1	2	2	1

[illegible]

MAY 23 2016

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JOINT LEADERSHIP WORKGROUP DRAFT AGENDA

May 26, 2016, 4 – 6 PM

TIME	AGENDA ITEM
4:00 – 4:05	WELCOME
4:05 – 4:10	APPROVE AGENDA – VOTE
4:10 – 4:15	PUBLIC COMMENT
4:15 – 4:40	ROLES Desired Outcome Define roles of staff, Government Co-Chair & Community Co-Chairs to ensure that the roles exemplify the shared value of engaging community in authentic dialogue, full participation and decision-making.
4:40 – 5:00	CREATE ONBOARDING CULTURE PLAN Desired Outcomes - Identify values that are important for new council. - Design activities and onboarding plan inclusive of value-setting by the new council. Draft List of Activities - Match each member with a Mentor/Buddy - Culture & Team-Building Sessions
5:00 – 5:30	CREATE ONBOARDING KNOWLEDGE TO ACCOMPLISH AUGUST MANDATES Desired Outcome - Identify presentations from calendar that can be postponed and add urgent items so that council possesses knowledge and competencies needed to achieve mandates. - Staff provide overview of knowledge and competencies needed to achieve August Summit outcomes: - Service Category Prioritization & Resource Allocation - Letter of Concurrence to CDC - Integrated Plan - Review presentation calendar and agenda items from Prevention & Care Councils and match with mandated activities. - Identify agenda items that can be postponed until after September. - New member orientation per HRSA.
5:30 – 5:45	FINALIZE SUMMER AGENDAS – VOTE Desired Outcome: Finalize June – August Council Meeting Schedule & Agendas inclusive of knowledge transfer and cultivation plan of a new council culture and way of operating that supports a unifying, inclusive glue and foundation for a strong, merged council.
5:45 – 6:00	CLOSING



